

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 1

January 8, 1999

SUBJECT: STANDARDIZED CHANGE OF WATCH PROCEDURES FOR TRAFFIC DIVISIONS - REVISED

PURPOSE: This Order establishes a standardized watch assignment procedure for specified employees assigned to traffic divisions.

PROCEDURE: Specified traffic division employees shall be assigned to divisional watches at the beginning of each deployment period (DP). For the purpose of applying watch assignment procedures, there are three primary watches: AM, Day, and PM watches. All mid-watches are included within a primary watch for purposes of watch assignment. Once assigned to a primary watch, an employee may indicate a preference for the primary or mid-watch, but may be assigned to either watch during any deployment period based on Department needs and/or the employee's request. The starting time of each watch is at the discretion of the commanding officer with the concurrence of the chain of command.

I. WATCH POOLS, WATCH SENIORITY, SENIOR OFFICERS, BUMPING - DEFINED.

- A. Discretionary Watch Assignment Pools. The five discretionary watch assignment pools are comprised of, respectively, Lieutenants I/Watch Commanders, Sergeants II Assistant Watch Commanders, probationary Sergeants I, traffic trainees, and Police Officers I.
- B. Primary Watch Assignment Pools. The five primary watch assignment pools are comprised of, respectively, Police Officers II, Police Officers II+2, Police Officers III, Sergeants I+2, and non-probationary Sergeants I.
- C. Exempt Positions. Community Traffic Services, subpoena control, other specialized task forces or details, traffic loanees, and light-duty personnel are exempt positions.
- D. Senior Officers. As determined by service as sworn members of the Department, the most senior employees within each non-supervisory primary watch assignment pool, not to exceed fifteen percent of each pool, are designated "senior officers," for watch assignment purposes, only.

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- E. **Watch Seniority.** Watch Seniority is established by the number of consecutive deployment periods an employee has been assigned to the same watch, and is used to determine an employee's ability to request a change-of-watch and be bumped from a watch. Watch seniority continues to accrue during periods of absence such as sick, injured on duty, leave of absence, and vacation. Watch seniority does not accrue, at any time, during activation to military duty in excess of one DP.
- F. **Bumping.** Bumping is the involuntarily movement of an employee from their current assigned watch. Employees who have completed a minimum of six full consecutive DPs on the same watch are eligible to be bumped from the watch. No employee shall be bumped from a watch unless an eligible employee has properly requested a transfer to that watch and no vacancy exists to accommodate the requesting employee.

II. WATCH ASSIGNMENT CRITERIA

- A. **Discretionary Watch Assignment Pools.** Employees are assigned to watches at the discretion of the division commanding officer. Generally, these employees will remain on a watch for a minimum of three deployment periods before becoming eligible for a change of watch.
- B. **Primary Watch Assignment Pools.** Employees shall be assigned to watches in accordance with the following criteria:
- * An employee shall complete a minimum of three consecutive full DPs on the same watch before becoming eligible for an employee-requested transfer to another watch.
 - * If more than one employee requests a change of watch and there are not enough available positions on the desired watch to accommodate all requesting employees, priority will be given to the requesting employee with the most watch seniority.
 - * If more than one employee has the same watch seniority, seniority as a sworn member of the Department will be the deciding factor.
 - * When more than one employee is eligible to be bumped from a watch, the employee with the most watch seniority will be bumped first.

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- * If there is more than one employee with the same watch seniority, the employee with the least seniority as a sworn member of the Department will be bumped first.
- * If the bumped employee has submitted a change of watch request prior to being bumped, the employee's request will be considered, provided a vacancy exists on the requested watch.
- * An employee desiring to remain on one watch for as long as possible may submit a request indicating a secondary watch preference should the employee be bumped.
- * At the discretion of the commanding officer, personnel may be temporarily "loaned" to another watch to meet deployment needs.
- * When an employee is loaned to another watch to meet the division's needs, the loan period shall not be counted as time on the original watch.
- * In the best interest of the Department and its employees, the commanding officer may prohibit changing watches during the deployment periods containing Thanksgiving, Christmas and New Year designated holidays.
- * An employee who has a personal hardship and would be significantly affected by a change of watch, may, at the discretion of the commanding officer, be temporarily exempt from being bumped until such time that the hardship is resolved. The determination as to the existence of such hardship will be at the sole discretion of the commanding officer, whose decision shall be final.

Exception: Within each eligible pool, the designated senior officers will be assigned to their watch of choice, not to exceed 50 percent assigned to the same watch. For example, in a division of 40 PO's III, six (15%) would be eligible to designate a watch preference. No more than three of the six (50%) could be assigned to any given watch. Department seniority will serve as the basis for deciding which three will be assigned to the particular watch. Eligible officers must request a

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seniority exemption assignment to their watch of choice. Those eligible to choose a specific watch will change as seniority within the division changes.

- C. Exempt Positions. Employees in exempt positions are assigned at the discretion of the commanding officer. Watch hours for exempt positions are at the discretion of the commanding officer.

III. EMPLOYEE RESPONSIBILITY. An employee requesting a change in watch assignment shall be guided by the following criteria:

- * All requests for a watch assignment must be submitted to the traffic division commanding officer via an Employee's Report, Form 15.7, no later than 0800 hours on the third Monday of the DP prior to the requested effective date.
- * An employee may submit a change-of-watch request at any time, but the requested effective DP or date must be after three or more DP's on the employee's current watch.
- * Officers requesting a seniority exemption must submit a Form 15.7 to their C/O requesting to be assigned a watch of choice.
- * An employee may submit a request on a Form 15.7 indicating a secondary watch preference, should the employee be eligible to be bumped, at any time. In such cases, there is no need to indicate an effective date or DP.
- * An employee may request a watch change or exemption from being bumped, due to a personal hardship, at any time via a Form 15.7.

IV. COMMANDING OFFICER RESPONSIBILITY. The commanding officer shall update divisional watch seniority information each deployment period and make the information available to division personnel. The commanding officer may make exceptions to change of watch procedure when it is in the best interest of the Department, the division and/or the individual employee. In addition, the C/O may temporarily modify the change of watch policy to provide for unexpected contingencies, such as unusual occurrences, mobilizations, etc.

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AMENDMENTS: This Order adds Section 3/222.02 to the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Uniformed Services Group, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.


BERNARD C. PARKS
Chief of Police

Distribution "B"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 2

February 3, 1999

SUBJECT: CITING NON-DETAINED JUVENILES DIRECTLY INTO COURT
- AMENDED

PURPOSE: Due to budget constraints within the District Attorney's (DA) Office and the expansion of the Juvenile Court Notice to Appear (JCNA) program to include all County law enforcement agencies, the JCNA Citation Books will no longer be provided by the DA's Office. This Order activates the Juvenile Court Notice to Appear (JCNA), Form 9.01.0, as an official Department form and establishes a procedure for its use.

PROCEDURE:

- I. **JUVENILE COURT NOTICE TO APPEAR, FORM 9.01.0 - ACTIVATED.** The Juvenile Court Notice to Appear (JCNA), Form 9.01.0, is activated.
 - A. **Use of Form:** This form is used by detectives during the cite-back interview to cite a non-detained juvenile and his/her parent(s) or guardian(s) to appear in Juvenile Superior Court. The citation is issued in conjunction with a non-detained petition request.
 - B. **Completion.** The completion of the form is self explanatory.

The **cite-day** shall be 60 days from the time of the investigative cite-back interview with the juvenile detective. If the 60th day is a weekend or holiday, the court cite-day shall be the next available court date.
 - C. **Distribution.**
 - 1 - Original (white) - Court copy forwarded with petition request to Probation Department.
 - 1 - Copy (blue) - Juvenile.
 - 1 - Copy (yellow) - Parent or Guardian.

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- 1 - Copy (pink) - Detective copy included in the Divisional Arrest Package.

4 - TOTAL

FORM AVAILABILITY: The JCNA, Form 9.01.0, will be available for ordering from Supply Division. Juvenile detectives shall use a photocopy of the attached form and shall enter a booking number in the citation number area until the Department's JCNA Citation Books are available.

AMENDMENTS: This Order will amend Sections 1809, 1809.5, 1809.15 and 1809.20 of the Manual of Juvenile Procedures and adds Section 5/9.01.0 to the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Juvenile Division, shall monitor compliance with this directive in accordance with the Department Manual Section 0/080.30.


BERNARD C. PARKS
Chief of Police

Attachment

DISTRIBUTION "A"

SUPERIOR COURT OF CALIFORNIA
COUNTY OF LOS ANGELES
JUVENILE COURT

NOTICE TO APPEAR NO.

JUVENILE'S NAME	DATE/TIME
RES. ADDRESS OF JUVENILE	RES. PHONE NO.
NAME OF PARENT/GUARD./REL.	RELATIONSHIP
RES. ADDRESS OF PARENT/GUARD./REL.	RES. PHONE NO.
BUS. ADDRESS OF PARENT/GUARD./REL.	BUS. PHONE NO.

DESCRIPTION OF PARENT, GUARDIAN OR RELATIVE: (IF AVAILABLE)							
SEX	DESC	HAIR	EYES	HT	WT	D.O.B.	AGE
OTHER I.D. SUCH AS DRIVER'S LICENSE				SOCIAL SECURITY NUMBER:			

OFFENSE(S) COMMITTED/LOCATION:

DESCRIPTION OF JUVENILE:							
SEX	DESC	HAIR	EYES	HT	WT	D.O.B.	AGE
OTHER I.D. SUCH AS DRIVER'S LICENSE				SOCIAL SECURITY NUMBER:			

WITHOUT ADMITTING GUILT, I PROMISE TO APPEAR AS DIRECTED BELOW.

JUVENILE'S SIGNATURE

PARENT/GUARDIAN/RELATIVE'S SIGNATURE (IF AVAILABLE)

BEFORE A CLERK OR A JUDGE OF THE JUVENILE SUPERIOR COURT
--

AT:		
DATE:	TIME:	PHONE NO.
	8:30 A.M.	

FAILURE TO APPEAR IS PUNISHABLE AS A SEPARATE OFFENSE, A MISDEMEANOR, AND A WARRANT MAY BE ISSUED FOR YOUR ARREST IF YOU FAIL TO APPEAR REGARDLESS OF THE DISPOSITION OF THE ORIGINAL OFFENSE.

I hereby certify that I served a copy of this notice to appear on:
☐ The above named juvenile ☐ The above named parent/guard./rel.
I declare under penalty of perjury that the foregoing is true and current.

BY OFFICER / SERIAL NO.	DIVISION / DETAIL	DATE
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SIGNATURE

ARRESTING AGENCY	D.R. NO.
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OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 3

March 4, 1999

SUBJECT: ORDER RELEASE/REIMBURSEMENT REQUEST FORM - ACTIVATED.

PURPOSE: This Order deactivates the Certificate of No Probable Cause, Form 15.23.2, and the "Temporary Form 131" used in the vehicle impound hearing process, and activates the Order Release/Reimbursement, Form 15.23.4, as an official Department form.

PROCEDURE:

- I. CERTIFICATE OF NO PROBABLE CAUSE, FORM 15.23.2; AND TEMPORARY FORM 131 - DEACTIVATED. The Certificate of No Probable Cause, Form 15.32.2, and Temporary Form 131 are deactivated. The deactivated forms shall be marked "obsolete" and placed into the divisional recycling bin.
- II. ORDER RELEASE/REIMBURSEMENT REQUEST, FORM 15.23.4 - ACTIVATED. The Order Release/Reimbursement Request, Form 15.23.4, is activated.
 - A. Use of form: This form is used to document whether Probable Cause existed when a vehicle was impounded, and to calculate the fees due from the registered owner of the vehicle, and/or the City.
 - B. Completion: This form shall be completed by the supervisor conducting a vehicle impound hearing. Only those supervisors who have received Department approved training and certification for vehicle impound hearings shall complete this form and conduct a vehicle impound hearing as defined by Manual Section 4/226.10 of the Department Manual.

Note: Questions regarding vehicle impound hearings or any related issues may be directed to the Probable Cause Hearing Coordinator, Commission Investigation Division.

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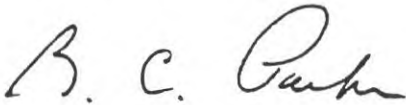
C. Distribution:

- 1 - Original, attached to and retained with the Vehicle Report CHP 180, in the command's records units.
 - 1 - Copy, forward to Commission Investigation Division for retention and review.
 - 1 - Copy with side one completed given to the citizen requesting the impound hearing at the conclusion of the hearing.
- 3 - TOTAL

FORM AVAILABILITY: The Order Release/Reimbursement Request, Form 15.23.4, will be available for ordering from Supply Division. A copy of the form is attached for duplication and immediate use.

AMENDMENTS: This Order amends Section 4/226.30 of, deletes 5/15.23.2 from, and adds 5/15.23.4 to the Department Manual.

AUDIT RESPONSIBILITIES: The Commanding Officer, Commission Investigation Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



BERNARD C. PARKS
Chief of Police

Attachment

Distribution "A"

ORDER RELEASE/REIMBURSEMENT REQUEST

I, _____, hearing officer for _____ Area/division, have on this day, _____, heard the matter of the City authority to impound the following vehicle:

Date

(Year)	(Make)	(Model)	(License or V.I.N.)
(DR No.)	(Date of Impound)	(Location Towed From)	(Impound Garage)

I have determined that the following circumstances existed and order the vehicle released under the following conditions (check one only):

- ☐ Probable cause existed at time of impound and grievant is responsible for all fees.
- ☐ The City had No Probable Cause to impound this vehicle (see Narrative) and the City is to be billed for the following charges detailed in fee table.
- ☐ The vehicle was seized as evidence. Vehicle Code Section _____; Crime _____ (see Narrative). The City is to be billed for the following charges (refer to Fee Table).
- ☐ The vehicle remained in storage for an unreasonable period of time due to administrative error (see Narrative). The City is to be billed for the following charges (refer to Fee Table).
- ☐ Other (see Narrative)

Therefore, I order that this vehicle be released to the following:

(Name)	(Address)	(Telephone Number)
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FEE TABLE:

	<u>TOTAL</u>	<u>CITY RESPONSIBILITY</u>	<u>RO RESPONSIBILITY</u>
Towing:	\$ _____	\$ _____	\$ _____
Storage: _____ days @ \$ _____/day	\$ _____	\$ _____	\$ _____
Parking Tax: (10% of storage fee)	\$ _____	\$ _____	\$ _____
Vehicle Release Fee:	\$ _____	\$ _____	\$ _____
Lien Sale Fee:	\$ _____	\$ _____	\$ _____
TOTAL FEES AS OF _____	\$ _____	\$ _____	\$ _____

date/time

ISSUE PAYMENT TO:

(Name - Please Print)	(Address)	(City)	(Zip)
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_____ Deliver this certificate to the Official Police Garage (OPG) _____ (within 24 hours) and your vehicle will be released to you with/without charge.

_____ Your repayment will be sent to you by the Los Angeles Police Department.

NOTICE TO HEARING OFFICER:

- This form shall be completed by the supervisor conducting a vehicle impound hearing. Only those supervisors who have received department approved training and certification shall complete this form and conduct a vehicle impound hearing as defined by manual section 4/226.10 of the department manual.
1. Complete side one of this form and give one copy to the citizen requesting the Impound Hearing. Before side one is completed, telephonically confirm all fees with the OPG.
 2. After giving the citizen their copy of the form, immediately complete the narrative on side two of the form. The narrative should briefly describe the circumstances of the vehicle impound and explain why the City is obligated to pay all or a portion of the impound fees.
 3. Forward one copy of the completed form to Commission Investigation Division (CID), Stop 400.
 4. File the original and all related documents in the Area Records Unit.
 5. Questions regarding these procedures should be directed to the Probable Cause Hearing Coordinator, Commission Investigation Division, (213) 485-2102.

Date/Time Issued	(Please print) Name	Rank	Serial Number
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Commanding Officer Approving (Required prior to releasing vehicle)

NARRATIVE (Fully detail circumstances of impound and basis for above determination.) _____

(If additional space is required, use Continuation Sheet, 15.09.0)

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 4

March 5, 1999

SUBJECT: TRAVEL REQUEST FOR BUSINESS TRIP, FORM 15.70 - REVISED

PURPOSE: This Order revises the Travel Request for Business Trip, Form 15.70, and retitles it, "Request for Investigative Travel." In addition, this Order establishes procedure for submitting investigative travel requests.

PROCEDURE:

I. TRAVEL REQUEST FOR BUSINESS TRIP, FORM 15.70 - REVISED.

The Travel Request for Business Trip, Form 15.70, has been retitled, "Request for Investigative Travel." In addition, the form has been revised to reflect the following:

- * The signature blocks for the Office Directors have been deleted;
- * Signature blocks for Group commanding officers and the Chief of Staff have been added; and,
- * The term "if applicable" has been added to the Group, Bureau, Chief of Staff and Chief of Police signature blocks in the review and approval section.

A. **Use of Form.** This form is used whenever the requested travel is for an investigative purpose or a court or administrative proceeding arising from the issuance of a subpoena.

B. **Completion and Distribution.** The completion and distribution of this form have not changed.

II. EMPLOYEE'S RESPONSIBILITIES.

- A. Investigative Travel.** All requests for investigative travel shall be submitted on the Request for Investigative Travel, Form 15.70, and forwarded through the employee's commanding officer to the bureau commanding officer for approval. Upon approval, the bureau commanding officer shall forward the approved request to Fiscal Operations Division (FOD).

Note: Employees assigned to entities within the office of the Chief of Staff (COS), shall submit the Request for Investigative Travel, Form 15.70, through the employee's commanding officer to the COS. Upon approval, the COS shall forward the request to FOD. Employees assigned to the Special Assistant shall submit their request to the Special Assistant who shall forward the approved request to FOD. Employees assigned to Community Affairs Group and the Department Commander shall submit their request through the employee's commanding officer to the Office of the Chief of Police.

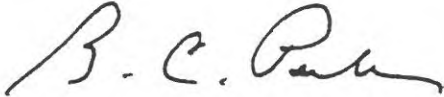
- B. Non-Investigative Travel.** All requests for non-investigative travel, such as a business meeting or convention, shall be submitted on an Intradepartmental Correspondence, Form 15.2 and processed following existing procedures.
- C. Court Proceedings.** An employee subpoenaed by the prosecuting agency of another jurisdiction in a criminal proceeding where, the other jurisdiction is paying all costs associated with the trip, shall complete a Request for Investigative Travel, Form 15.70, and forward it through the employee's bureau commanding officer for approval. Upon approval, the approved request shall be forwarded to FOD.

FORM AVAILABILITY: The Request for Investigative Travel, Form 15.70, will be available for ordering from Supply Division. The Form 15.70 is attached for duplication as needed.

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AMENDMENTS: This Order amends Sections 3/390.17, 3/390.33, 3/390.35, 3/390.37, 3/390.49 and 5/15.70.0 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Fiscal Operations Division, shall monitor compliance with this directive in accordance with the Department Manual, Section 0/080.30.



BERNARD C. PARKS
Chief of Police

Attachments

Distribution "D"

LOS ANGELES POLICE DEPARTMENT
REQUEST FOR INVESTIGATIVE TRAVEL

70-15.70.0 (R 2/99)

DATE REQUEST SUBMITTED		DATES OF TRAVEL DEPARTURE: _____ RETURN: _____				TOTAL DAYS INVOLVED	
TRAVELING EMPLOYEE(S)		LAST NAME		FIRST	SERIAL NO.	DIVISION	TELEPHONE NO.
PURPOSE OF TRAVEL: INCLUDE DR NO., WARRANT NO., TYPE OF CRIME OR INVESTIGATION. _____ _____ _____ _____							
DESTINATION			MODE OF TRANSPORTATION		EXTRADITION INVOLVED: <input type="checkbox"/> NO <input type="checkbox"/> YES IF YES, # PRISONERS		
AMOUNT PER DIEM	REQUESTED \$	DISBURSED \$	AUTHORITY FINANCING TRAVEL			HAVE SUFFICIENT FUNDS BEEN ALLOCATED FOR THE TRAVEL?	
AIR FARE	\$	\$	TRAVEL BUDGETED BY: _____ IF OTHER AGENCY, ENTER NAME <input type="checkbox"/> LAPD <input type="checkbox"/> OTHER AGENCY			IF OTHER AGENCY, IS THIS TRIP IN BEST INTEREST OF THE CITY?	
CAR RENTAL	\$	\$	IS THE EMERGENCY INVESTIGATIVE TRAVEL FUND TO BE USED? _____ IF YES, NAME AND BUREAU OF STAFF OFFICER APPROVING				
TOTAL	\$	\$	<input type="checkbox"/> NO <input type="checkbox"/> YES				
REQUEST PREPARED BY _____ NAME _____ SERIAL NO. _____ DIVISION _____							
REVIEW AND APPROVAL							
DIVISION <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		SIGNATURE, COMMANDING OFFICER _____			DIVISION _____		DATE _____
GROUP (IF APPLICABLE) <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		SIGNATURE, COMMANDING OFFICER _____			GROUP _____		DATE _____
BUREAU (IF APPLICABLE) <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		SIGNATURE, COMMANDING OFFICER _____			BUREAU _____		DATE _____
CHIEF OF STAFF (IF APPLICABLE) <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		SIGNATURE, CHIEF OF STAFF _____					DATE _____
CHIEF OF POLICE (IF APPLICABLE) <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		SIGNATURE, CHIEF OF POLICE _____					DATE _____
REASON FOR DISAPPROVAL _____ _____ _____							

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 5

March 11, 1999

SUBJECT: DOMESTIC VIOLENCE SUPPLEMENTAL REPORT FORM - ACTIVATED

PURPOSE: This Order activates the Domestic Violence Supplemental Report (DVSR), Form No. 15.40.2. The DVSR has been developed to assist patrol officers during the preliminary investigation of domestic violence crimes and to aid investigative personnel during follow-up investigations. The DVSR is designed to capture important information needed for the successful prosecution of domestic violence offenders.

PROCEDURE:

- I. DOMESTIC VIOLENCE SUPPLEMENTAL REPORT, FORM 15.40.2 - ACTIVATED. The Domestic Violence Supplemental Report (DVSR), Form No. 15.40.2, is activated to document parts of a domestic violence investigation.
- II. Use of Form. Officers shall complete a DVSR in conjunction with a Preliminary Investigation Report (PIR), Form No. 3.1, or a Combined Crime and Arrest Report, Form No. 5.2, on all domestic violence crimes, (e.g., spousal abuse, terrorist threats, stalking, etc.) and shall:
 - * Ensure all appropriate boxes on the DVSR are checked;
 - * Document any additional information related to the checked boxes on the DVSR in the narrative of the PIR or Combined Crime and Arrest Report, using a heading which matches the appropriate heading on the DVSR (e.g., Medical Treatment, Evidence, etc.); and,
 - * Number the DVSR as the last two pages of the primary report.
- III. Completion - The DVSR is to be completed according to the following guidelines:

A. Observation

- * Mark all appropriate descriptors relevant to the victim, suspect and the crime scene; and,
- * Explain any descriptors that are contradictory (e.g., victim is both calm and upset at different times during the investigation) in the narrative of the PIR.

B. History

- * Mark all appropriate descriptors that describe the relationship(s) the victim has with the suspect;
- * Document how many prior incidents of domestic violence have occurred between the suspect and the victim based on the information that the victim is able to provide;
- * Record the Division of Records (DR) number and/or outside agency case number, if available, and the name of the agency that investigated any prior reported incidents of domestic violence; and,
- * Include in the narrative the victim's statements about past incidents of domestic violence, the approximate date(s) and whether or not a police report was taken.

Note: Do not write the victim's temporary address in any police report. Document the victim's temporary address on a separate sheet of paper. Label the paper "For use by the assigned investigating officer. Do not duplicate." Attach it to the report for transmittal to the investigating officer.

C. Medical Treatment

- * Mark the type of medical treatment (MT) administered to the victim and/or suspect;
- * Mark the "first aid" category if the victim/suspect refuses MT and chooses to administer his/her own first aid; and,

Note: Some injuries may not be detectable until days after the incident. An absence of discernable injuries and/or a victim's/suspect's refusal of MT does not mean they have not been injured.

- * Explain the need for the release of medical records and have the victim sign the medical release at the bottom of the last page.

D. Witnesses

- * Identify all witnesses, including children, who were present during any portion of the domestic violence incident;
- * Include statements of each witness in the narrative; and,

Note: All persons who normally reside at the location are potential witnesses. These persons, whether present at this incident or not, should be identified and their location at the time of the incident should be documented.

- * Describe the emotional state of the witnesses and/or children in the narrative whether or not a statement was taken.

E. Evidence

- * Ensure close-up photographs or digital images of the victim's injuries are obtained;
- * Ensure full body photographs or digital images are obtained that identify the person photographed and the location of the injuries;
- * Ensure photographs or digital images of the crime scene depicting evidence of violent acts, especially those listed under the "Crime Scene" heading of the DVSR are taken;
- * Attach photographs or digital images taken at the crime scene to the PIR, or Combined Crime and Arrest Report; and,

- * Mark the appropriate boxes when any weapons were used in the domestic violence incident and were booked as evidence, or if any firearms were booked into temporary custody pursuant to Penal Code Section 12028.5.

F. Anatomical Diagrams

- * Circle "victim" or "suspect" indicating the person depicted in the diagram;
- * Circle and number the location of all injuries, whether complained of or observed, on the diagram; and,

Note: In the narrative, list and describe the injuries by the location and the number which corresponds to the diagram (e.g., No.1-redness and swelling on right cheek, No.2-broken right arm, etc.).

- * Include the height and weight of the victim(s) and suspect(s) on the diagram.

Note: The relative size of the parties in relation to the force used is important when prosecuting domestic violence crimes.

IV. Distribution - This form is to be distributed as a page of all domestic violence related crime and combined crime and arrest reports.

V. Watch Commander Responsibility. Watch Commanders shall ensure that a DVSR is completed by officers whenever a domestic violence related PIR or Combined Crime and Arrest Report is completed.

VI. Investigating Officer Responsibility. The Investigating Officer shall review each DVSR for completeness and shall:

- * Attempt to clarify any omissions or conflicts apparent on the DVSR and document omissions or conflicts on a Follow-up Investigation, Form 3.14; and,

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- * Submit the DVSR along with all other required reports to the appropriate prosecutor's office when filing a case.


VII. Records Unit Responsibility. The Records Unit shall:

- * Distribute the DVSR as the last two pages of the completed PIR or Combined Crime and Arrest Report; and,
- * If a separate sheet of paper labeled "For use by the assigned investigating officer only--Do not duplicate" is attached, forward the original sheet with the investigator's copies of the report set.

FORMS AVAILABILITY: The DVSR, Form No. 15.40.2, will be available for ordering from Supply Division. A copy of the form is attached for immediate use.

AMENDMENTS: This order adds Section 5/15.40.2 to the Department Manual and amends Sections 4/203.40 and 5/3.1J.

AUDIT RESPONSIBILITY: The commanding officers of all geographic bureaus shall monitor compliance with Department Manual Section 0/080.30.



BERNARD C. PARKS
Chief of Police

Attachment

Distribution "A"

DOMESTIC VIOLENCE SUPPLEMENTAL REPORT

Page _____ of _____

VICTIM'S NAME (LAST, FIRST, MIDDLE)

DATE OF BIRTH

BKG #

DR #

OBSERVATION

VICTIM

☐ ANGRY
☐ APOLOGETIC
☐ CRYING
☐ FEARFUL
☐ HYSTERICAL
☐ CALM
☐ AFRAID
☐ IRRATIONAL
☐ NERVOUS
☐ THREATENING
☐ COMP OF PAIN
☐ BRUISE(S)
☐ ABRASION(S)
☐ MINOR CUT(S)
☐ LACERATION(S)
☐ FRACTURE(S)
☐ CONCUSSION(S)
☐ INFLUENCE OF ALCOHOL
☐ INFLUENCE OF DRUGS
☐ OTHER: EXPLAIN

Explain opposites in the narrative.

SUSPECT

☐ ANGRY
☐ APOLOGETIC
☐ CRYING
☐ FEARFUL
☐ HYSTERICAL
☐ CALM
☐ AFRAID
☐ IRRATIONAL
☐ NERVOUS
☐ THREATENING
☐ COMP OF PAIN
☐ BRUISE(S)
☐ ABRASION(S)
☐ MINOR CUT(S)
☐ LACERATION(S)
☐ FRACTURE(S)
☐ CONCUSSION(S)
☐ INFLUENCE OF ALCOHOL
☐ INFLUENCE OF DRUGS
☐ OTHER: EXPLAIN

Explain opposites in the narrative.

CRIME SCENE

☐ PHONE DISABLED
☐ FORCED ENTRY
☐ BROKEN WINDOW(S)
☐ BROKEN DOOR(S)
☐ LOCATION RANSACKED
☐ LOCATION VANDALIZED
☐ FURNITURE IN DISARRAY
☐ VEHICLE DAMAGE
☐ PERSONAL PROPERTY DAMAGE
☐ OTHER: EXPLAIN

HISTORY

RELATIONSHIP BETWEEN VICTIM AND SUSPECT

Mark all that apply

☐ SPOUSE LENGTH OF RELATIONSHIP
☐ FORMER SPOUSE YEAR(S) MONTH(S)
☐ COHABITANTS
☐ FORMER COHABITANTS IF APPLICABLE,
☐ DATING / ENGAGED DATE RELATIONSHIP ENDED:
☐ FORMER DATING / ENGAGEMENT
☐ SAME GENDER
☐ EMANCIPATED MINOR VICT SUSP
☐ PARENT OF CHILD FROM RELATIONSHIP

PRIOR HISTORY OF DOMESTIC VIOLENCE? ☐ Yes ☐ NoPRIOR HISTORY OF VIOLENCE DOCUMENTED? ☐ Yes ☐ NoTOTAL NUMBER OF PRIOR INCIDENTS:

DR NUMBER(S) _____

INVESTIGATING AGENCY _____

RESTRAINING ORDERS: ☐ Yes ☐ NoTYPE: ☐ Emergency ☐ Temporary ☐ Permanent ☐ Current ☐ Expired

ISSUING COURT: _____

ORDER OR DOCKET NUMBER: _____ VICTIM WILL BE AT A TEMPORARY ADDRESS? ☐ Yes ☐ No

M.T.

VICT SUSP

☐ NONE
☐ WILL SEEK OWN DOCTOR
☐ FIRST AID
☐ PARAMEDICS
☐ HOSPITAL
☐ REFUSED MEDICAL AID
☐ PREGNANT

PARAMEDICS AT SCENE: ☐ Yes ☐ No

UNIT NUMBER: _____

NAME(S) ID#: _____

HOSPITAL: _____

ATTENDING PHYSICIAN(S): _____

PATIENT #: _____

GIVEN: ☐ DOMESTIC VIOLENCE VICTIM'S MEMO, FORM 15.40.1☐ AREA DOMESTIC VIOLENCE UNIT PHONE NUMBER

REPORTING OFFICER

SERIAL NUMBER

DIV/DETAIL

REPORTING OFFICER

SERIAL NUMBER

DIV/DETAIL

SUPERVISOR APPROVING

SERIAL NUMBER

WITNESSES

WITNESSES PRESENT DURING DOMESTIC VIOLENCE? ☐ Yes ☐ NoSTATEMENT(S) TAKEN? ☐ Yes ☐ NoCHILDREN PRESENT DURING DOMESTIC VIOLENCE? ☐ Yes ☐ No

List names, ages and DOB of all children present on PIR or Arrest Report in the narrative of the report.

STATEMENT(S) TAKEN? ☐ Yes ☐ No (include in narrative)

Describe witness/children emotional state in narrative of report.

EVIDENCE

EVIDENCE COLLECTED: Mark all that apply

FROM: ☐ Crime Scene ☐ Hospital ☐ Other: Explain _____PHOTOS ☐ Yes ☐ No Total Number of Photos _____TYPE: ☐ 35MM ☐ Polaroid ☐ Digital ImagePhotos of victim's injuries: ☐ Yes ☐ NoPhotos of suspect's injuries: ☐ Yes ☐ No

TAKEN BY: Name _____ Serial No. _____

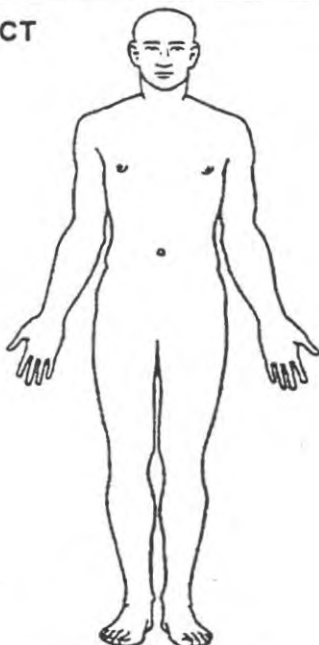
WEAPONS: Mark all that apply

Weapon used during incident ☐ Yes ☐ NoWeapon(s) booked: ☐ Yes ☐ NoFirearm(s) booked for safety: ☐ Yes ☐ No

Type of weapon(s): _____

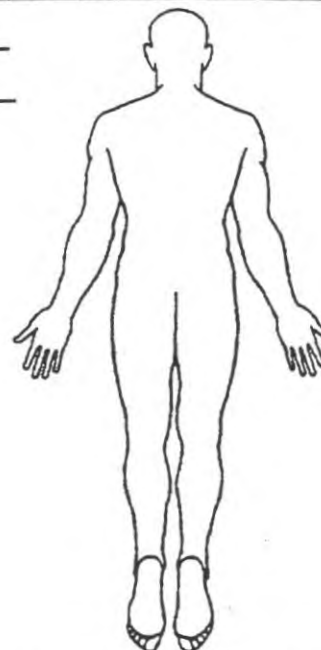
Use these diagrams to mark any injuries or physical oddities observed. Explain all injuries, including "complained of" injuries, in the narrative portion of the report. (Diagrams are not gender specific)

VICTIM/SUSPECT

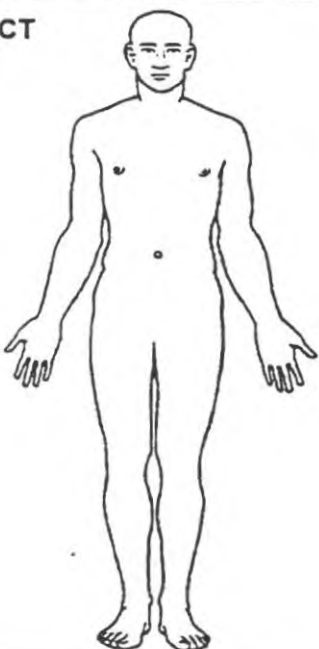


HT. _____

WT. _____

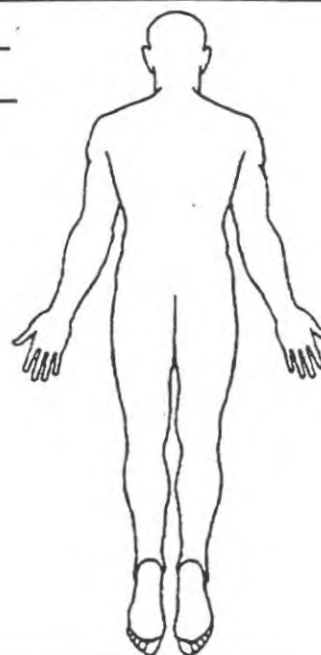


VICTIM/SUSPECT



HT. _____

WT. _____

**TO ALL HEALTH CARE PROVIDERS:**

Having been advised of my right to refuse, I hereby consent to the release of my medical records to law enforcement, the District Attorney's Office, and/or the City Attorney's Office.

Victim's Signature _____

Date _____

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 6

March 15, 1999

SUBJECT: ENTRY OF CALIFORNIA PENAL CODE SECTION 980 FELONY WARRANTS INTO THE NATIONAL CRIME INFORMATION CENTER

PURPOSE: California Penal Code Section 980 has been amended to require that any felony warrant issued as the result of a private surety bond forfeiture be entered into the National Crime Information Center (NCIC). The Federal Bureau of Investigation Criminal Justice Information System Advisory Policy Board recently amended their policy to allow entry of all felony warrants even when extradition is not anticipated. This change occurred out of concern for officer safety so that officers throughout the nation could be aware of a felony warrant pending against a suspect even if the state holding that warrant did not intend to extradite.

This Order revises our existing procedure for entering felony warrants into the NCIC and informs Operations Support Divisions, Fugitive Warrant Section, and Records and Identification Division of their responsibility to ensure that felony warrants are properly entered.

PROCEDURE:

- I. COMMANDING OFFICER, OPERATIONS SUPPORT DIVISION RESPONSIBILITY.** Each Operations Support Division and specialized detective division's Commanding Officer shall ensure a Felony Warrant Due Diligence Coordinator is established in their division.
- II. FELONY WARRANT DUE DILIGENCE COORDINATOR RESPONSIBILITY.** Upon receiving a felony warrant, the Felony Warrant Due Diligence Coordinator shall cause the investigating officer to:
 - * Determine if NCIC entry is required by 980 PC;
 - * Determine if the wanted person will be extradited; and,
 - * Determine if the wanted person, based on available information, poses an officer-safety risk.

March 15, 1999

If any of these conditions exist, the investigating officer shall complete a Warrant Information Form, Form 8.48, and forward the form to Records and Identification Division, Warrant Unit. The Coordinator shall also ensure that the Due Diligence Investigative Responsibility procedure outlined in Department Manual Section 4/725.09 is complied with.

III. RECORDS AND IDENTIFICATION DIVISION, WARRANT SECTION RESPONSIBILITY. The Warrant Section, Records and Identification Division shall:

- * Enter the warrant, other than those for adult felony narcotics violations, into NCIC; and,
- * Ensure that the warrants for persons who will **not** be extradited are entered according to the NCIC procedure.

Note: Current NCIC procedure requires that the term "NOEX" occupy the first four characters of the Miscellaneous Field. The "NOEX" designator, as defined by NCIC, warns other jurisdictions that they are dealing with a wanted person but not to detain that person based on this "HIT."

IV. FUGITIVE WARRANT SECTION RESPONSIBILITY.

Fugitive Warrant Section, Detective Support Division, shall be responsible for causing adult felony narcotic warrants to be entered into NCIC following the procedure outlined above.

- V. OFFICER RESPONSIBILITY.** Officers obtaining a return on a want and warrant check indicating that an individual has an out of state felony warrant shall check to determine if the return contains the "NOEX" designator. If so, officers shall not arrest the person based on the "hit" without independent probable cause.

AMENDMENTS: This Order amends Section 4/728.10 of the Department Manual.

March 15, 1999

AUDIT RESPONSIBILITY: The Commanding Officer, Support Services Group, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

A handwritten signature in cursive script, appearing to read "B. C. Parks".

BERNARD C. PARKS
Chief of Police

Distribution "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 7

March 22, 1999

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This Order informs Department employees of certain additions and revisions to the Department Manual.

PROCEDURE:

I. UPPER BODY CONTROL HOLDS - INVESTIGATIVE

RESPONSIBILITY REASSIGNED. This Order reassigns the responsibility of use of force investigations involving upper body control holds (e.g., modified carotid, full carotid, and locked carotid) from Detective Headquarters Division (DHD), Law Enforcement-Related Injury Investigation (LERII) Section, to Robbery-Homicide Division (RHD), Officer-Involved Shooting (OIS) Section. These investigations shall be conducted in the same manner as any lethal use of force incident, including crime scene protection, notifications, evidence preservation, witness interviews, tracking and distribution of reports, handling of serious misconduct, etc. All upper body control hold incidents will be presented to and heard by the Use of Force Review Board.

A. Robbery-Homicide Division, Officer-Involved Shooting Section - Additional Responsibility.

Robbery-Homicide Division (RHD), Officer-Involved Shooting (OIS) Section, shall be responsible for the administrative investigation of all upper body control hold use of force incidents.

B. Supervisor Responsibility. When a supervisor becomes aware of a use of force incident involving an upper body control hold, he/she shall adhere to Department procedure regarding lethal use of force incidents.

C. Commanding Officer Responsibility.

Commanding Officers shall ensure that watch commanders and supervisors adhere to Department procedure regarding lethal use of force incidents, upon being made aware of an upper body control hold use of force incident.

March 22, 1999

AMENDMENTS: This Order amends Sections 2/1045.61, 2/1045.01, 3/795.30 and 3/795.35 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Detective Services Group (DSG), shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

II. YOUTH PROGRAM OVERNIGHT ACTIVITIES. The Department sponsors or is affiliated with many youth programs such as Jeopardy, Explorers, DARE, etc. On occasion, these activities include overnight trips involving juveniles. The Commanding Officer, Juvenile Services Group, has established guidelines for such trips; however, some Department entities do not fall within Juvenile Services Group's functional authority. This Order establishes Juvenile Services Group as the Department's authority for such trips and requires that all Department personnel comply with the guidelines established by Juvenile Services Group.

A. Youth Program Overnight Activities Guidelines and Rules. The Commanding Officer, Juvenile Services Group shall establish and maintain written rules and guidelines for all overnight activities involving any juvenile. Any Department employee or entity participating in any Department affiliated overnight activity involving any juvenile(s) shall comply with the Juvenile Services Group rules and guidelines for such activity. Specifically, this includes all overnight outings including a Police Explorer Post, Jeopardy Program, Police Activities League, or any other Department affiliated group with juvenile participants. Currently, the guidelines require prior written approval for the activity from the Area commanding officer, bureau commanding officer, and Commanding Officer, Juvenile Services Group. The written request must include the purpose of the trip, the identity of all participants including adults providing supervision, the destination and method of travel in detail, the source of funds and amount to be spent on the trip, accounting procedures and insurance guarantees.

AMENDMENTS: This Order adds Section 3/390.15 and amends Section 2/1047.03 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Juvenile Services Group, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

III. MAINTAINING AND UPDATING FUNCTIONAL MANUALS.

Within the Department there are a number of functional manuals which establish a centralized reference document for various specialties. These functional manuals, such as the Timekeeping Manual, Detective Operations Manual, and Juvenile Manual, are maintained by the command having functional responsibility for the manual's subject matter.

The bureau commanding officer of the entity having responsibility for a functional manual shall be responsible for approving updates, maintaining, and distributing those functional manuals. For example, the Commanding Officer, Fiscal and Support Bureau can approve updates to the Timekeeping Manual while the Commanding Officer, Operations Headquarters Bureau can approve updates to the Detective Operations and Juvenile Manuals. The updates shall be completed as necessary to ensure a current reference on the subject matter is available to Department personnel. The Chief of Police must approve establishment of new manuals, but once approved bureau commanding officers are responsible for approving functional manual amendments. Management Services Division will retain responsibility for maintaining the Department Manual.

AMENDMENTS: This Order adds Section 0/082 to the Department Manual.

IV. POLICE TRAINING ADMINISTRATOR POSITION - RENAMED.

This Order renames the Police Training Administrator (PTA) to Director, Police Training and Education and identifies the primary job functions for this position. The Director, Police Training and Education is under the direction of the Commanding Officer, Training Group. The Director, Police Training and Education exercises line command and has staff responsibility over matters within the jurisdiction of the Director, Police Training and Education.

March 22, 1999

A. Director, Police Training and Education Responsibility. The Director, Police Training and Education is responsible for:

- * Reviewing and evaluating policies, curricula, and program delivery;
- * Ensuring compliance with established criteria and effectiveness of instruction for all Department sponsored training programs;
- * Assessing existing training programs;
- * Reviewing criteria for implementing new training programs;
- * Consulting in the selection and training of Department instructors;
- * Assisting in policy development for academic training;
- * Facilitating the continuity and relevance of all academic training programs;
- * Designing general methods of evaluating the effectiveness of training in the field;
- * Formulating recommendations for improvements in short and long term retention of instruction;
- * Verifying compliance and effectiveness of all training programs and approaches;
- * Identifying training problem areas and recommending modifications;
- * Advising management on problems related to police training programs and administration;
- * Researching methods to improve instructional and learning processes;
- * Formulating strategies to aid instructors in training methods and content of instruction;

March 22, 1999

- * Advising Department of current developments in educational methodology applicable to police training;
- * Assisting management on training-related contacts with outside organizations;
- * Maintaining contact with professional associations to keep abreast of the latest developments in the training and education field; and,
- * Participating on various committees as assigned.

AMENDMENTS: This Order amends Sections 2/309.29 and 2/550.02 of the Department Manual.



BERNARD C. PARKS
Chief of Police

Distribution "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 8

March 29, 1999

SUBJECT: LEAVE OF ABSENCE FOR A CHILD'S SCHOOL ACTIVITIES

PURPOSE: On January 1, 1995, Assembly Bill 47 (School Leave Bill) became effective modifying Section 230.8 of the Labor Code. This law allows employees to take time off to participate in school or licensed day care activities involving the employee's child. This Order establishes the procedure for Department employees requesting a Leave of Absence to participate in their child's school or licensed day care facility activities. Additionally, this Order revises the Request for Leave of Absence, Form 1.36.

PROCEDURE: Employees are authorized to take time off, up to 40 hours per calendar year and no more than eight hours during a calendar month, for participating in school or licensed day care activities. The employee must be a parent, guardian, or grandparent having custody of one or more children in kindergarten or grades 1 to 12, inclusive, or attending a licensed child day care facility. The employee may utilize vacation time, compensatory time off, or leave without pay for this purpose.

I. EMPLOYEE RESPONSIBILITY. An employee desiring a leave of absence involving his or her participation in their child's school activity shall:

- * Complete as soon as practicable, a Request for Leave of Absence, Form 1.36, stating the reason for the leave, include the date, and the approximate hours taken for School Leave during the current calendar year; and,
- * Submit the request to the employee's supervisor prior to the deployment period in which the event is to occur.

Note: The employee, if requested by the supervisor, shall provide documentation from the school or the licensed day care facility regarding the activity.

II. SUPERVISOR RESPONSIBILITY. Upon receipt of a request for a leave of absence involving an employee's participation in their child's school activity, the supervisor shall:

- * Review the Request for Leave of Absence for completeness and indicate the requesting employee's

March 29, 1999

time preference (e.g., vacation day, compensatory time off, or leave without pay);

- * When the request is made prior to the start of the forthcoming Deployment period, ensure the inclusive dates for the school leave are properly documented on the employee's Request for Days Off, Form 15.16; and,
- * Forward the Request for Leave of Absence to the commanding officer for approval.

III. COMMANDING OFFICER RESPONSIBILITY. Upon receipt of a request for a leave of absence involving an employee's participation in their child's school activity, the commanding officer shall:

- * Review the request for appropriateness and ensure it is in compliance with Department procedure;
- * Ensure the amount of time requested for school leave has not exceeded more than eight hours for the current month or 40 hours for the calendar year;
- * Approve or deny the employee's request and forward the request to the Commanding Officer, Personnel Division; and,
- * Ensure a system is in place with the Area/Divisional Timekeeper to track employee School Leave usage.

Note: An employee failing to give reasonable notice to the employer of the planned absence may be grounds to deny the request. However, in keeping with the spirit of the law, reasonable efforts will be made to accommodate the request after consideration of deployment and safety needs of the operational entity.

IV. REQUEST FOR LEAVE OF ABSENCE, FORM 1.36 - REVISED. The distribution of the Leave of Absence, Form 1.36, is revised to include a section for School Leave.

A. Distribution. When requesting a leave of absence for a child's school activity, the distribution of Form 1.36 is revised as follows:

- 1 - Original, Personnel Division
- 1 - Copy, Employee's Area/Divisional package
- 1 - Copy, Area/Divisional Timekeeper

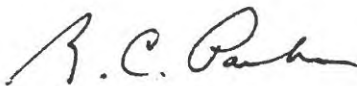
3 - Total

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FORM AVAILABILITY: The Request for Leave of Absence, Form 1.36, will be available for ordering from Supply Division. A copy of the Form 1.36 is attached and shall be duplicated for immediate use.

AMENDMENTS: This order adds Section 3/730.55 and amends Section 5/1.36 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Human Resources Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



BERNARD C. PARKS
Chief of Police

Attachment

Distribution "D"

REQUEST FOR LEAVE OF ABSENCE

SOC. SEC. NO.

FUND NO.

DATE REQUEST SUBMITTED		EMPLOYEE'S NAME (LAST, FIRST, MI)		SERIAL NO.	C.S. CLASS	DIVISION OF ASSIGNMENT	
RESIDENCE ADDRESS			CITY	ZIP CODE	AREA CODE / RESIDENCE PHONE NO.		
LEAVE REQUESTED: <input type="checkbox"/> WITH PAY <input type="checkbox"/> WITHOUT PAY		DATES (FROM)	TO (INCLUSIVE)	NOTE: LEAVES WITHOUT PAY TOTALING 15 CALENDAR DAYS OR MORE AGGREGATE FOR THE CALENDAR YEAR REQUIRE COMPLETION OF A REQUEST FOR LEAVE OF ABSENCE FORM GENERAL 38, IN ADDITION TO THIS FORM.			
<input type="checkbox"/> EXTENSION			ORIGINAL LEAVE DATES (FROM) TO	HAVE PREVIOUS LEAVES ASSOCIATED WITH THIS ACTIVITY BEEN TAKEN: <input type="checkbox"/> NO <input type="checkbox"/> YES --		AMOUNT OF TIME:	
<input type="checkbox"/> MEDICAL		ATTENDING PHYSICIAN'S NAME		BUSINESS ADDRESS	CITY	ZIP	PHONE
<input type="checkbox"/> MATERNITY		ON MEDICAL LEAVES OF SEVEN (7) DAYS OR MORE—ATTACH A WRITTEN STATEMENT FROM THE PHYSICIAN INDICATING AN ESTIMATE OF THE EARLIEST RETURN TO DUTY DATE. ON MATERNITIES THE STATEMENT SHOULD INCLUDE THE LAST DATE EMPLOYEE MAY WORK AND THE APPROXIMATE DELIVERY DATE. IF THIS MEDICAL LEAVE IS FOR LESS THAN 7 DAYS, STATE BELOW.					
<input type="checkbox"/> FAMILY DEATH		OF: _____			WAS RELATIVE LIVING IN EMPLOYEE'S HOUSEHOLD? <input type="checkbox"/> YES <input type="checkbox"/> NO		
		RELATIONSHIP					
<input type="checkbox"/> PREVENTIVE MEDICINE		TYPE: <input type="checkbox"/> MEDICAL <input type="checkbox"/> DENTAL <input type="checkbox"/> OPTICAL <input type="checkbox"/> OTHER					
# OF HOURS (MUST BE IN HOURLY INCREMENTS, E.G., NOT 2 1/2 HOURS)		# OF HOURS USED THIS YEAR TO DATE: _____					
<input type="checkbox"/> MILITARY		ATTACH THREE (3) COPIES OF THE MILITARY ORDERS, SIGNED BY A COMMISSIONED OFFICER. EACH ORDER MUST BE SIGNED INDIVIDUALLY, AND INCLUDE THE OFFICER'S RANK, SOCIAL SECURITY NO., AND A STATEMENT CERTIFYING THIS IS A TRUE COPY OF THE ORDER. ALSO ATTACH FIVE (5) COPIES OF FORM GENERAL 38.					
<input type="checkbox"/> EDUCATIONAL		ATTACH PROOF OF ENROLLMENT AND SCHEDULE OF CLASSES. INCLUDE STATEMENT BELOW THAT YOU INTEND TO RETURN TO CITY SERVICE.					
<input type="checkbox"/> OTHER							
<input type="checkbox"/> FAMILY ILLNESS OF _____		RELATIONSHIP		# OF HOURS _____	# OF HOURS USED THIS YEAR TO DATE _____		
<input type="checkbox"/> SCHOOL LEAVE TYPE:		<input type="checkbox"/> COMPENSATORY/ TIME OFF		<input type="checkbox"/> VACATION	<input type="checkbox"/> UNPAID LEAVE	# OF HOURS _____	# OF HOURS USED THIS YEAR TO DATE _____
						# OF HOURS USED THIS MONTH _____	
<input type="checkbox"/> FAMILY LEAVE TYPE:		<input type="checkbox"/> COMPENSATORY/ TIME-OFF		<input type="checkbox"/> VACATION	<input type="checkbox"/> SICK	<input type="checkbox"/> UNPAID LEAVE	
		# OF HOURS _____		# OF HOURS _____	# OF HOURS _____	# OF HOURS _____	
EXPLAIN FULLY ALL LEAVE OF ABSENCE REQUESTS EXCEPT MILITARY							
EMPLOYEE'S SIGNATURE _____							
DIVISION OF ASSIGNMENT COMMENTS OF EMPLOYEE'S COMMANDING OFFICER TO EXPLAIN UNUSUAL CIRCUMSTANCES, ETC.:							
<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED		RANK AND NAME OF EMPLOYEE'S C.O.			COMMANDING OFFICER'S SIGNATURE		
PERSONNEL DIVISION							
ON PROBATION <input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED		<input type="checkbox"/> WITH PAY PENDING REVIEW BY POLICE ACCOUNTING		<input type="checkbox"/> WITHOUT PAY	
MEDICAL OFFICER'S SIGNATURE				AUTHORIZING OFFICER'S SIGNATURE		DATE	

ALL REQUESTS FOR LEAVE OF ABSENCE EXCEEDING 60 DAYS, OR OF AN UNUSUAL NATURE, SHALL BE FORWARDED BY PERSONNEL DIVISION TO THE PERSONNEL GROUP. IF IN EXCESS OF 180 DAYS, OR OF AN UNUSUAL NATURE, THEY SHALL BE FORWARDED BY PERSONNEL GROUP TO HUMAN RESOURCES BUREAU.

PERS. GROUP	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	BUREAU COMMANDING OFFICER'S SIGNATURE	DATE
HRB	<input type="checkbox"/> Approved <input type="checkbox"/> Denied		DATE
AFTER RECOMMENDATION(S) PLEASE RETURN THIS FORM TO THE COMMANDING OFFICER, PERSONNEL DIVISION.			

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO.9

March 30, 1999

SUBJECT: LIAISON TO THE COUNTY CORONER'S OFFICE AND
NOTIFICATION TO CORONER - REVISED

PURPOSE: Due to changes in the investigative responsibilities of Detective Headquarters Division, the Special Liaison to the Los Angeles County Coroner's Office has been reassigned to Robbery-Homicide Division. This Order also amends the notification procedure to follow for certain cases, which fall within the purview of the Coroner's Office.

PROCEDURE: The Special Liaison to the Coroner's Office has been transferred from Detective Headquarters Division (DHD) to Robbery-Homicide Division (RHD).

Note: Current functions of DHD with the Coroner's Office remain unchanged.

I. COMMANDING OFFICER, ROBBERY-HOMICIDE DIVISION
RESPONSIBILITY. The Commanding Officer, Robbery-Homicide Division, is responsible for:

- * Maintaining contact and a proactive ongoing relationship with the Coroner's Office;
- * Mediating issues between the Coroner's Office and Department personnel as needed;
- * Having quarterly contact with the Coroner's Office to ensure that topics of mutual concern are addressed and handled; and
- * Providing the Coroner's Office liaison with Department personnel who maintain responsibility for death investigations.

II. COMMANDING OFFICER RESPONSIBILITY. Commanding officers shall notify the Commanding Officer, RHD, with any issues, concerns, differences and/or problems encountered by Department employees with employees of the Coroner's Office.

III. CORONER NOTIFICATION REVISED. When circumstances of a death investigation indicate that the expertise of a specialized investigator is needed, the specialized investigating officer (e.g., homicide detective or traffic collision investigator), responding to a death scene is required to notify the Coroner's Office within one hour of his/her arrival to an incident. The

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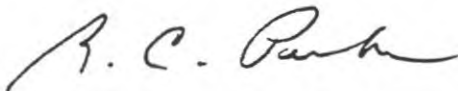
preliminary notification to the Coroner's Office shall include an estimated time when the Coroner's investigator will be needed at the scene.

The specialized investigator shall ensure the Coroner's investigator has access to the decedent in order to conduct a preliminary exam of the body as soon as possible. Particular consideration shall be given to those situations in which determining the time of death is a critical issue or in which the recovery of biological evidence is crucial to the investigation. The Coroner's investigator shall be advised of the facts necessary to preclude the possible destruction of evidence.

Note: If a death is obviously from natural causes and falls under the jurisdiction of the Coroner's Office, the assigned officer initially responding to the scene shall immediately make the notification to the Coroner's Office.

AMENDMENTS: This Order amends Sections 4/238.46 and 2/1042.26 of the Department Manual and adds Section 2/1045.10.

AUDIT RESPONSIBILITY: The Commanding Officer, Operations Headquarters Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



BERNARD C. PARKS
Chief of Police

Distribution "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 10

April 2, 1999

SUBJECT: REPORTING ACTIONS TAKEN AGAINST EMPLOYEE'S DRIVER'S LICENSE

PURPOSE: All sworn and some non-sworn Department employees are required to possess a valid California driver's license as a condition of their employment. Operating a City vehicle while an employee's driver's license is revoked, suspended, restricted or limited exposes the Department to increased liability. This Order establishes a requirement that any employee who is required to have a valid driver's license report any Department of Motor Vehicles (DMV) action taken against their license to a supervisor and establishes responsibility with Information Resources Division to conduct an annual audit of the current status of employees' driver's licenses.

PROCEDURE:

I. NOTIFICATION OF LICENSE RESTRICTION.

A. Employee Responsibility. All Department employees who are required to possess a valid California driver's license as a condition of their employment shall immediately notify their commanding officer whenever their driver's license is or is about to be revoked, suspended, restricted or limited in any way. This notification may be made directly to the commanding officer or through an employee's supervisor. The employee shall provide the supervisor or commanding officer with a copy of any related paperwork. Failure to make this notification in a timely manner is considered misconduct. An employee shall notify the commanding officer when his or her license is reinstated.

Note: This includes all sworn employees and some non-sworn employees regardless of their current assignment. Civilian Employment Section, Personnel Division, can assist in determining which non-sworn classifications require a valid driver's license.

B. Supervisor Responsibility. Upon being notified that an employee's driver's license has been revoked, suspended, restricted, or limited, a supervisor shall evaluate the circumstances and, if appropriate, immediately modify the employee's

assignment to ensure the employee does not violate the restriction(s). The supervisor shall document the incident on an Employee Comment Sheet, Form 1.77, and forward the form, along with any paperwork, to the employee's commanding officer.

- C. **Commanding Officer Responsibility.** Upon being notified of any DMV action against an employee's driver's license, the commanding officer shall ensure that the employee's assignment is modified to comply with the restriction(s). The commanding officer shall consult with the Commanding Officer, Internal Affairs Group and his or her bureau commanding officer or equivalents, e.g., Chief of Staff, Special Assistant, and Chief of Police for Community Affairs Group. In cases where administrative discipline is appropriate, the commanding officer shall cause an investigation to be initiated. Upon return of a valid license, the commanding officer shall evaluate the employee's assignment and may allow the employee to reintegrate into an assignment requiring the operation of a Department vehicle.

II. DRIVER'S LICENSE AUDIT RESPONSIBILITY.

- A. **Information Resources Division.** The Commanding Officer, Information Resources Division, shall cause at least an annual audit to be conducted of all Department employees' driver's licenses. Generally, this will be accomplished through an automated batch run of employees' driver's licenses via the California Law Enforcement Telecommunications System (CLETS), DMV file. The results of that audit shall be reported to the Commanding Officer, Internal Affairs Group.
- B. **Internal Affairs Group.** The Commanding Officer, Internal Affairs Group, shall review the audit and notify the bureau commanding officer of any employee who has any DMV action against their driver's license.
- C. **Bureau Commanding Officer.** Bureau commanding officer or equivalents, e.g., Chief of Staff, Special Assistant, and Chief of Police for Community Affairs Group, shall ensure that an investigation is

April 2, 1999

conducted and appropriate action is taken with respect to any restrictions to an employee's driver's license.

AMENDMENTS: This Order adds Section 3/207 to, and amends Sections 2/630.10 and 2/230.22 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Information and Communications Services Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 080.30.



BERNARD C. PARKS
Chief of Police

Distribution "D"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 11

April 6, 1999

SUBJECT: ABATEMENT AND CONDITIONAL USE PERMIT REVIEW PROCESS
REVISED.

PURPOSE: Nuisance Abatement and Conditional Use Permits (CUP) have become very effective problem solving strategies within our communities. However, to ensure these strategies are used effectively, it is necessary to centralize the coordination of all nuisance abatement and some CUP processes by tracking their progress through individually assigned control numbers. This Order revises the Department's abatement, CUP review, and nuisance abatement revocation review processes, establishes the Nuisance Abatement and CUP Coordinator, and activates the Citywide Nuisance Abatement Problem Property Referral, Form 3.19.1.

PROCEDURE:

- I. **ABATEMENT PROCESS.** Abatement is a general term used to describe an action(s) taken by the Office of the City Attorney to control a commercial or non-commercial location which is a public nuisance. In that process, general nuisance is defined as a significant problem which adversely affects the quality of life for a neighborhood(s) within the City of Los Angeles. Generally, the purpose of an abatement is to correct the problem causing the nuisance through a variety of means such as obtaining voluntary compliance, obtaining an injunction which prohibits the nuisance activity which is occurring, or as a last resort, seizing a location.
- II. **CONDITIONAL USE PERMIT PROCESS.** The Department of City Planning initially issues a Conditional Use Permit (CUP) to a business or commercial location specified under Section 12.24 of the Los Angeles Municipal Code (LAMC) to prevent any public nuisance from occurring. Generally, businesses required to obtain a CUP include pawn shops, motels, recycling centers, certain adult entertainment locations, and businesses which sell alcoholic beverages.

When a CUP is being initiated, the Department of City Planning advises the concerned Area commanding officer that a CUP hearing will be conducted. The Area

commanding officer shall determine if the business in question may adversely affect the community and if Department attendance at the hearing is required. If attendance is required at the hearing, the Area commanding officer shall ensure the appropriate personnel appear and provide testimony to assist the Department of City Planning in its decision to issue or deny the permit. Information such as a Police Arrest Crime Management Information System (PACMIS) report with supporting documentation, crime statistics, Vice investigations, calls for service at the location, and/or community concerns may be submitted to support his/her testimony.

In providing a Department response, a commanding officer may also suggest conditions for the initial CUP. Generally, these suggested conditions shall conform with conditions established by the Commanding Officer, Criminal Intelligence Group (CIG), who is the Department's CUP Coordinator. Should a particular location require an extraordinary condition(s), prior approval shall be obtained from the Commanding Officer, CIG.

III. CONDITIONAL USE PERMIT REVIEW AND NUISANCE ABATEMENT REVOCATION ACTION. The Department of City Planning, through its Office of Zoning Administration, has the authority to review an existing CUP containing preventative "conditions" on a regulated business. The Department of City Planning may also revoke an existing CUP, require a formerly unregulated business to obtain a CUP, or impose corrective conditions on an existing CUP when a business is causing an ongoing public nuisance. **The primary purpose of a CUP review is to prevent or eradicate activity from creating a nuisance, rather than closing the subject location.** In the instance where a nuisance location does not fall under 12.24 of the LAMC, the Department of City Planning, Office of Zoning Administration, may initiate a nuisance abatement revocation action against the property.

Note: When a modification or revocation is required for a preexisting CUP or when a CUP does not exist, but a

nuisance abatement revocation action is appropriate, employees shall follow the approval process and procedure delineated in the remainder of this Order. However, the procedure delineated in the remainder of this Order does not apply to the initial CUP issuance process.

IV. **INITIAL PUBLIC NUISANCE DETERMINATION.** Department personnel who become aware of a public nuisance location shall bring the nuisance location to the attention of the concerned Area commanding officer through his/her immediate supervisor. The concerned Area commanding officer shall evaluate the situation and determine if the location requires the initiation of a preliminary investigation based upon the following criteria:

- * The location is an **ongoing** problem;
- * The owner/lessee is aware of the problem and is unable or unwilling to cooperate in solving the problem; and,
- * Standard law enforcement efforts have proven to be unsuccessful in solving the problem.

V. **PRELIMINARY INVESTIGATIVE ENTITY.** After the concerned Area commanding officer determines that a location meets the criteria to initiate a preliminary investigation to determine if a formal abatement, CUP review, or nuisance abatement revocation is an appropriate remedy to the problem, the concerned Area commanding officer shall assign the commanding officer, Operations Support Division (OSD), to investigate the matter. The assigned OSD personnel's preliminary investigation shall include the following steps:

- A. Telephonically contact the Citywide Nuisance Abatement Unit, Narcotics Division, to determine if the property is the subject of a current abatement, CUP review, or nuisance abatement revocation review process;
- B. If the property is not the subject of a current abatement, CUP review, or nuisance abatement

revocation review process, complete a Citywide Nuisance Abatement Problem Property Referral, Form 3.19.1;

C. Prepare a historical profile package of the nuisance location which shall include:

1. Written documentation such as complaints from the community, elected officials, or other enforcement agencies, and any previous correspondence with the owner/lessee of the nuisance location;
2. Police Arrest Crime Management Information System (PACMIS) Report for the preceding two years;

Note: Consultation shall occur with Narcotics Division for abatements or Organized Crime and Vice Division (OCVD) for CUPs or nuisance abatement revocations to determine the scope of the PACMIS run. In most cases it must be limited to the exact location. However in some circumstances, a larger area such as the whole block may be more appropriate.

3. A copy of any crime, arrest, or other police reports within the preceding two years which reflect the nexus between the location and the ongoing nuisance activity;
4. A report from the Project Unit, Communications Division, documenting the number and type of calls for service which have occurred at the location for the past two years;
5. Attach additional pertinent documentation such as a Sergeant's Daily Report, Form 15.48, which will assist with the review process.

Note: Any information on a Sergeant's Daily Report, Form 15.58, which is unrelated to the location shall be redacted from the copy placed in the package.

If the location is a business or commercial location, also obtain the following:

6. Certificate of Occupancy for the location; and,
 7. Conditional Use Permit/variance, if one exists.
- D. Submit the Citywide Nuisance Abatement Program Property Referral with supporting documentation via the chain of command to the commanding officer, OSD, for review, completeness, and accuracy.

VI. AREA COMMANDING OFFICER REVIEW.

- A. Initiating the Request.** Upon receiving the preliminary investigation, the concerned Area commanding officer shall review the package for completeness. If it is determined that the matter should be pursued further, he/she shall:
1. Submit an Intradepartmental Correspondence, Form 15.2, to the Commanding Officer, CIG, recommending the nuisance location for abatement, CUP review, or nuisance abatement revocation review process and indicating the relative priority of the request;
 2. Forward the Intradepartmental Correspondence and the **original** Citywide Nuisance Abatement Program Problem Property Referral with supporting documentation to the Commanding Officer, CIG, via the chain of command; and,
 3. Retain a copy of the request and supporting documentation at the Area level.
- B. Processing an Approved Request.** After an abatement, CUP review, or nuisance abatement revocation review process has been approved by the Commanding Officer, CIG, it is returned to the concerned Bureau

commanding officer to conduct the formal abatement or CUP review investigation. The Bureau commanding officer shall:

1. Assign to the appropriate entity, at either the bureau or Area level, the responsibility of completing the formal investigation;
2. Ensure that a thorough investigation is conducted into the abatement, CUP review, or nuisance abatement revocation review process;
3. Ensure a copy of the Citywide Nuisance Abatement Problem Property Referral, supporting documentation, and follow-up investigative documentation is forwarded to either the City Attorney for abatement or the Zoning Administrator, Department of City Planning, for a CUP review or nuisance abatement revocation review process;
4. Ensure a representative attends the CUP or other related hearing(s), when applicable; and,
5. Upon completion of the abatement, CUP review, or nuisance abatement review process, ensure a 15.2 is forwarded to the Commanding Officer, CIG, through the chain of command, documenting the disposition and forward a copy along with all supporting documentation to the Nuisance Abatement Clearinghouse, Citywide Nuisance Abatement Unit, Narcotics Division.

VII. NUISANCE ABATEMENT AND CUP COORDINATOR - ESTABLISHED.

The Commanding Officer, Criminal Intelligence Group, is the Department Nuisance Abatement/CUP Coordinator and shall:

- * Review and approve or disapprove requests for a formal abatement, CUP review, or nuisance abatement revocation review process;
- * If the request is disapproved, return the request to the requesting entity via the chain of command and

- indicate the reason(s) for the disapproval; and,
- * If the request is approved, advise the Bureau commanding officer and forward a copy of the request to the Citywide Nuisance Abatement Unit, Narcotics Division.

VIII. CITYWIDE NUISANCE ABATEMENT UNIT, NARCOTICS DIVISION RESPONSIBILITY. The Citywide Nuisance Abatement Unit, Narcotics Division, shall:

- * Advise and train Department employees on abatements;
- * Assign a control number to each approved Citywide Nuisance Abatement Problem Property Referral and maintain a computer tracking system for those investigations;
- * Forward all approved requests involving a CUP review or nuisance abatement revocation to the Community Problems Unit, OCVD;
- * Recommend to the Commanding Officer, CIG, which Department entity should complete the abatement process;
- * When specific expertise is required for an abatement assume responsibility for the investigation; and,
- * Maintain all abatement, CUP review, and nuisance abatement revocation packages after they are closed.

IX. COMMUNITY PROBLEMS UNIT, ORGANIZED CRIME AND VICE DIVISION RESPONSIBILITY. The Community Problems Unit, Organized Crime Vice Division, shall:

- * Advise and train Department employees on CUPs and nuisance abatement revocations;
- * Recommend to the Commanding Officer, CIG, which Department entity should complete the CUP review or nuisance abatement revocation process; and,
- * When specific expertise is required for a CUP review or nuisance abatement revocation process, assume responsibility for the investigation.

X. CITYWIDE NUISANCE ABATEMENT PROBLEM PROPERTY REFERRAL, FORM 3.19.1 - ACTIVATED.

A. Use of Form. This form is used to document a location

April 6, 1999

or property which is a public nuisance and may require abatement, CUP review, or nuisance abatement revocation review procedure.

B. Completion. This form shall be completed when a commanding officer determines that a location or property has become an ongoing problem, the owner/lessee is aware of the problem and is either unable or unwilling to correct the problem, and standard law enforcement efforts have been unsuccessful in solving the problem.

C. Distribution.

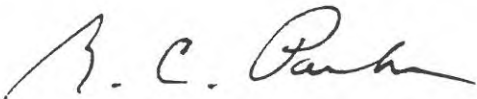
- 1 - Original, Criminal Intelligence Group.
- 1 - Copy, Narcotics Division, Citywide Nuisance Abatement Unit.
- 1 - Copy, Initiating Department entity.
- 1 - Copy, Geographic Bureau Coordinator.

4 - TOTAL

FORMS AVAILABILITY. The Citywide Nuisance Abatement Problem Property Referral, Form 3.19.1, will be available from supply in about 90 days. The attached Form 3.19.1 shall be duplicated as needed until the form is available for ordering.

AMENDMENTS. This Order adds Sections 4/270.25, 4/720.79, and 5/3.19.1 to, and amends Sections 2/217.10, 2/217.14, 2/220.18, and 2/1049.01 to the Department Manual.

AUDIT RESPONSIBILITY. The Commanding Officer, Criminal Intelligence Group, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



BERNARD C. PARKS
Chief of Police

Attachment

Distribution "A"

CITYWIDE NUISANCE ABATEMENT PROBLEM PROPERTY REFERRAL

PROPERTY LOCATION: _____
 _____ Zip: _____

Major Cross Streets: _____ and _____
 LAPD Division _____ Reporting District _____ City Council District _____

LOCATION DESCRIPTION:

- ☐ Single Family Residence ☐ Motel/Hotel ☐ Parking Lot
☐ Duplex ☐ Commercial Building ☐ Vacant Lot
☐ Apartment Building ☐ Mini-Mall ☐ Other _____

CRIMINAL ACTIVITIES:

Narcotics (Type: _____)
 Gang (Name: _____)
 Vice (Describe: _____)
 General Nuisance (Describe: _____)
 Multiple Code Violations (Building, Fire, or Health Codes)
 Other: (Describe: _____)

SITE CONDITIONS (include only if one of the above activities exists at location):

Vacant Building Fire Damaged Building Graffiti Abandoned Vehicles
 Vandalized Building Deteriorated Building Trash and Debris Zoning Violations
 Other: _____

OWNER INFORMATION: ☐ Check if owner involved in criminal activity

Name: _____ DOB: _____ Telephone _____
 Address: _____

☐ Check if owner was notified of nuisance Date/Time: _____ By Whom: _____

MANAGER INFORMATION: ☐ Check if manager involved in criminal activity

Name: _____ DOB: _____ Telephone _____
 Address: _____

☐ Check if manager was notified of nuisance Date/Time: _____ By Whom: _____

OTHER PARTIES INVOLVED: (if known):

VEHICLE DESCRIPTION(S) (if known): _____**PRIOR COMPLAINTS/REFERRALS HAVE BEEN MADE TO:**

☐ City Council Offices: _____ ☐ Building and Safety _____
☐ LAPD: _____ ☐ Other _____

1) SOURCE OF COMPLAINT: ☐ Resident ☐ Council Office ☐ Other Government Agency
 ☐ Community Organization ☐ Law Enforcement ☐ CNAP Initiated

COMPLAINANT:

Name/Title: _____ DOB: _____ Telephone _____
 Address: _____

2) SOURCE OF COMPLAINT: ☐ Resident ☐ Council Office ☐ Other Government Agency
☐ Community Organization ☐ Law Enforcement ☐ CNAP Initiated

COMPLAINANT:

Name/Title: _____ DOB: _____ Telephone: _____

Address: _____

COMMENTS/ADDITIONAL INFORMATION: _____

- ☐ Attached PACMIS report (last 2 years)
☐ Past Request Calls for Service report (last 2 years)
☐ Attached report(s) (ie. crime/arrest etc.) linking nuisance to property

IF COMMERCIAL PROPERTY:

- ☐ Attached Certificate of Occupancy
☐ Attached any Conditional Use Permit/Variance - Zoning Records, 221 N. Figueroa St. (213) 580-5247
☐ No Conditional Use Permit available

REQUESTED/REFERRED BY: _____ DATE: _____

DIVISION: _____ PHONE: _____

SUPERVISOR: _____ DATE: _____ C/O _____ DATE: _____

APPROVED BY: _____ DATE: _____

REJECTED BY: _____ DATE: _____

Reason for Rejection: _____

Completed by Abating Entity upon approval:

1. Area: _____

2. Entity Abating: _____

3. Referred to: ☐ City Attorney
☐ Zoning Admin./Dept. City Planning

1. City Attorney _____ Telephone: _____

Zoning Admin./Dept. City Planning _____ Telephone: _____

2. Abatement Activities: _____

For additional space, use Continuation Sheet, Form 15.9

RETURN TO: NARCOTICS DIV. CNAP CLEARINGHOUSE OIC
1645 Corinth Avenue, Room 113
Los Angeles, CA 90025
(310) 575-8910
Mail Stop 130

Office use only:

☐ FALCON-LAPD ☐ LAHD
☐ FALCON-CA ☐ LAFD
☐ OCVD ☐ AREA
☐ BUILDING & SAFETY ☐ CENTRAL

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 12

April 27, 1999

SUBJECT: DEPARTMENT EMPLOYEES SUBJECT TO A COURT ORDER

PURPOSE: Special Order No. 16, 1996, "Department Employees Named on Protective Orders Restricting Ownership and Control of Firearms," details the procedure to be followed when a Department employee is served with a court order such as a Temporary Restraining Order, Emergency Protective Order or Order to Show Cause, which may impact their ability to carry a firearm on duty. However, there are a number of other ways in which a court order could impact an employee's ability to perform his or her duty.

This Order establishes Department Policy for a Department employee who is the subject of a court order or obtains a court order against another Department employee. This Order also establishes responsibilities for supervisors and command officers when they become aware that a Department employee is a party to a court order.

POLICY: When a Department employee is the subject of a court order such as a Temporary Restraining Order, Emergency Protective Order or Order to Show Cause, the court may restrict the employee's activities and/or require the employee to perform some action. In either situation, the court order may conflict with the employee's duty assignment. Though the Department generally concerns itself only with the duty-related activities of its employees, violation of a court order, even if the order is unrelated to the person's employment, may result in disciplinary action. Therefore, it is imperative that the Department be made aware of an employee who is the subject of any court order. This will assist in ensuring that the employee is able to comply with the order as well as protect the Department and City from civil liability. In addition, the Department needs to be aware of an employee who obtains a court order against another Department employee as this may affect workplace efficiency.

When any Department employee is or reasonably believes he or she is about to be the subject of any court order, the employee shall notify his or her commanding officer without delay. The notification can be made directly or through a supervisor and shall include providing the commanding officer with a copy of all related court orders. It is the responsibility of the commanding officer to assess the potential impact on the employee's duty assignment, the Department and the City. At a minimum, the commanding officer shall contact his or her bureau commanding officer and the Commanding Officer, Internal Affairs Group, advise them of the matter and be guided by their advice. If it is determined that the court action impacts the employee's duty assignment, the commanding officer shall then take whatever action(s) is appropriate to ensure the employee's compliance with the order and protect the City from any liability. If the court order involves a second Department employee, the commanding officer shall confer with the other employee's commanding officer to ensure a compatible resolution of the matter.

PROCEDURE:

I. EMPLOYEE RESPONSIBILITY. A Department employee who is or believes he or she is about to be the subject (respondent) of a court order such as a Temporary Restraining Order, Emergency Protective Order or Order to Show Cause, or who initiates a court order (petitioner) against another Department employee shall comply with the following procedure as it applies to his/her involvement:

A. Department Employee as Respondent. The primary responsibility for compliance with a court order rests with the employee. Employees are reminded that a court order supersedes any conflicting Department rule or regulation and any violation of the order can result in discipline. Therefore, any Department employee who is served with or believes that he/she is about to be the subject of any court order shall immediately notify his/her commanding officer, either directly or through a supervisor, of the court order and provide the commanding officer with a copy of all related court orders. Additionally, the employee shall notify the commanding officer of:

April 27, 1999

- * Conditions of the court order, including any specific Department facilities identified in the order and any possible Department facility where the petitioner may be located;
- * Potential conflict between the court order the employee's duties; and,
- * Any subsequent modification to or expiration of the court order.

Should the employee be given any direction which may result in a potential violation of a court order, the employee shall immediately apprise the person giving the direction of the potential violation and his/her inability to comply with the request.

B. Department Employee as Petitioner. When a Department employee initiates a court order against another Department employee, he/she shall immediately notify his/her commanding officer, either directly or through a supervisor, of the court order and provide the commanding officer with a copy. Additionally, the employee shall notify the commanding officer of:

- * The identity and current assignment, if known, of the Department employee who is the respondent and the conditions of the court order including any specific Department facility identified in the order and any possible Department facilities where the petitioner may encounter the respondent; and,
- * Any subsequent modification to or expiration of the court order.

As with any other possible misconduct, it is incumbent upon any Department employee who becomes aware of a possible court order violation to disclose the situation to a supervisor immediately (Department Manual Section 3/815.05).

II. SUPERVISOR RESPONSIBILITY. A supervisor who is notified that a Department employee is or reasonably believes he or she is about to be the subject (respondent) of a court order such as a Temporary Restraining Order,

Emergency Protective Order or Order to Show Cause or who has initiated a court order (petitioner) against another Department employee shall:

A. Department Employee as Respondent:

- * Obtain a copy of the court order;
- * Review the order for restrictions which may affect the employee's work conditions;
- * Ensure that the employee is in compliance with all workplace restrictions including access to Department facilities and contact with any other Department employee;
- * Forward a copy of the court order to the employee's commanding officer with documentation of any action taken to ensure compliance with the provisions of the order; and,
- * Notify the commanding officer of any modification to or expiration of the court order.

A violation of a court order may be a violation of law and can be considered misconduct. Should a violation of a court order occur, a supervisor shall conduct an on-scene investigation to evaluate the circumstance and determine the appropriate action. At a minimum, the on-scene supervisor shall document the circumstance and action taken on an Employee Comment Sheet, Form 1.77, and forward it for further review and final disposition to the offending employee's commanding officer.

B. Department Employee as Petitioner. When a supervisor is notified by a Department employee that he/she has initiated a court order against another Department employee, the supervisor shall:

- * Obtain a copy of the court order;
- * Notify the respondent employee's commanding officer as soon as possible;
- * Review the order for the respondent's restrictions and identify any work condition which may result in a violation of the order; and,

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 13

May 6, 1999

SUBJECT: DEPARTMENT INTERNET USAGE GUIDELINES

PURPOSE: The personal computer is utilized by institutions and law enforcement professionals worldwide to access the Internet as a research and informational tool, aiding them in their respective endeavors. Information Resources Division (IRD), began enabling access to the Internet by Department employees, on Local Area Network (LAN) computers in March of 1999.

This capability, through our Local Area Network (LAN) system, will enhance our ability to accomplish the goals and mission of the Department. Access to this system has the potential for misuse or abuse. This Special Order establishes the Guidelines for the use of the Internet and electronic mail (e-mail) by Department employees.

PROCEDURE: The use of the Internet or e-mail on a Department computer system or phone line shall be restricted to "official Department business." Personal use of or time spent for personal gain is prohibited. Violation of any of these guidelines may be considered misconduct and may result in disciplinary action.

For the purpose of this order, these guidelines are applicable to all City or Department owned or controlled computers, (LAN, Personal Computers and Laptops) and telephone lines. This includes access to computers at sites and facilities that are owned, leased, rented or utilized by Department employees.

I. INTERNET AND E-MAIL GUIDELINES.

A. Department employees utilizing the Internet or e-mail shall:

- * Use the Internet for "official Department business" only;
- * Be aware that downloading a file from the Internet can include viruses. If doing so, employees shall scan all downloaded files with Department standard virus prevention software; and,
- * Cooperate with any investigation regarding the use of computer equipment.

B. Department employees utilizing the Internet or e-mail shall not:

- * Gain access to or transmit California Law Enforcement Telecommunications System (CLETS) information through the Internet, including secondary dissemination of Criminal History Record information through a communications media such as Internet e-mail facilities and remote access file transfer;
- * Conduct an unauthorized attempt or entry into any other computer, known as hacking, which is a violation of the Federal Electronic Communications Privacy Act (FECPA) 18 United States Code 2510;
- * Copy or transfer electronic files without permission from the copyright owner;
- * Send, post, or provide access to any confidential Department materials or information;
- * Send private or confidential e-mail as delineated in Special Order No. 5 dated February 1998;
- * Transmit chain letters;
- * Send threatening, slanderous, offensive, racially and/or sexually harassing messages; and,
- * Represent oneself as someone else, real or fictional, or send messages anonymously.

NOTE: Use of the Internet for certain investigations may require a deviation from the Internet guidelines. This could include the use of offensive language, impersonation or use of an alias, and the accessing or downloading of offensive or explicit material. When conducting a Department authorized investigation that requires these tactics for investigative purposes, they are not considered misconduct.

C. General Guidelines

1. Internet access authorized for a Department user is for access to the City's Intranet (information provided only internally) and the Internet in order to conduct research, e-mail and official Department business.
2. Almost all data and software is subject to the Federal copyright laws. Care should be exercised whenever accessing or copying any information that does not belong to you. Software which

requires purchase or reimbursement for its use, such as shareware, requires strict adherence to the terms and conditions specified by the owner unless written permission for unrestricted use has been obtained. When in doubt consult your commanding officer.

3. E-mail requires extensive network capacity. Sending unnecessary e-mail, or not exercising constraint when sending very large files, or sending to a large number of recipients consumes network resources that are needed for critical City business. When the Department grants an individual employee access to the Internet, it is the responsibility of the employee to be cognizant and respectful of both City and Department network resources.
4. If you are using information from an Internet site for strategic Department business decisions, you should verify the integrity of that information. You should verify whether the site is updated on a regular basis (the lack of revision date might indicate out-of-date information) and that it is a valid provider of the information you are seeking. Just because it is there does not mean that it is accurate or valid.
5. The Department has no control over or responsibility for content of an external server not under the control of the City of Los Angeles. Information may be offensive and/or unsuitable for dissemination.
6. **MAIL ON THE INTERNET IS NOT SECURE.** Never include in an e-mail message anything that you want to keep private or confidential because e-mail is sent unencrypted and is easily read.
7. Management has the right to access all e-mail files created, received or stored on Department systems and such files can be accessed without prior notification.

May 6, 1999

8. Be careful if you send anything but plain ASCII text as e-mail. Recipients may not have the ability to translate other documents, such as Word or WordPerfect documents.
9. Be careful when sending replies, make sure you are sending to a group when you want to send to a group, and to an individual when you want to send to an individual. It is best to address directly to a sender(s). Check carefully the "To" and "From" before sending mail. It can prevent unintentional errors.
10. Include a signature (an identifier that automatically appends to your e-mail message) that contains the methods(s) by which others can contact you. (Usually your e-mail address, phone number, fax number, etc.)

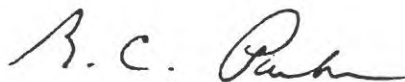
II. INFORMATION RESOURCES DIVISION RESPONSIBILITY.

Information Resources Division personnel shall implement and coordinate the use of the Internet within the Department.

III. COMMANDING OFFICER RESPONSIBILITY. Commanding officers shall ensure that employees in their command adhere to the Department Internet usage guidelines.

AMENDMENTS: This order amends section 3/788.30 and adds section 3/788.40 to the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Information Resources Division (IRD) shall monitor compliance with this directive in accordance with Department Manual section 0/080.30.



BERNARD C. PARKS
Chief of Police

Distribution "D"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 14

May 20, 1999

SUBJECT: BLOODBORNE PATHOGEN EXPOSURE PROTOCOL FIELD NOTEBOOK
DIVIDER, FORM 18.38.1 - ACTIVATED

PURPOSE: The Centers for Disease Control and Prevention has developed universal precautions to be followed in reducing the risk of occupational exposure to fluids and substances capable of transmitting bloodborne pathogens. This Order activates the Bloodborne Pathogen Exposure Protocol Field Notebook Divider, Form 18.38.1, which establishes a protocol for employees when handling an incident which may involve exposure to a bloodborne pathogen.

PROCEDURE:

BLOODBORNE PATHOGEN EXPOSURE PROTOCOL FIELD NOTEBOOK DIVIDER, FORM 18.38.1 - ACTIVATED. Employees shall adhere to the precautions and protocols outlined on the notebook divider.

FORM AVAILABILITY: The Bloodborne Pathogen Exposure Protocol, Form 18.38.1, will be available for ordering from Supply Division in about 90 days. A copy is attached for duplication as needed.

AMENDMENTS: This Order adds Section 5/18.38.1 to the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Personnel Group, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



BERNARD C. PARKS
Chief of Police

Attachment

Distribution "A"

BLOODBORNE PATHOGEN EXPOSURE PROTOCOL FIELD NOTEBOOK DIVIDER

The purpose of this Field Notebook Divider is to summarize the concepts and procedures necessary for preventing exposure to bloodborne pathogens in the field, and to outline what to do should an exposure occur.

INTRODUCTION

What are Bloodborne Pathogens?

Bloodborne pathogens are *germs transmitted by exposure to blood or other potentially infectious body fluids*.

What Are "Other Potentially Infectious Body Fluids"?

Other than blood, the potentially infectious body fluids most likely to be encountered in the field are *semen, vaginal fluid, breast milk, amniotic fluid and any other body fluid containing visible traces of blood* (such as a traffic accident victim's bloody vomit).

Saliva that has no visible traces of blood is *not* a potentially infectious body fluid.

What Are the Bloodborne Pathogens Most Likely to Be Encountered in the Field?

Hepatitis B, hepatitis C, and HIV, the virus that causes AIDS.

What is a Bloodborne Pathogen Exposure?

A bloodborne pathogen exposure requires that *two criteria* be met:

- 1) *Contact must be with blood or another potentially infectious body fluid; and*
- 2) *Contact must be through a portal of entry capable of introducing the blood or other potentially infectious body fluid into the bloodstream, such as a break in the skin or a mucous membrane such as the eyes or inside of the nose or mouth.*

Exposure has not occurred if only one of the above-criteria has been met. For example,

- *An employee is exposed if he or she is punctured by a used needle.*
- *An employee is not exposed if he or she has blood splashed onto intact skin.*
- *Transporting or interviewing a person who is infected with hepatitis B or HIV is not an exposure.*

UNIVERSAL PRECAUTIONS

How Do I Protect Myself From Bloodborne Pathogens in the Field?

Universal precautions shall be used to protect against bloodborne pathogen exposure.

What are Universal Precautions?

Universal precautions are Cal/OSHA-mandated procedures for reducing the risk of exposure to bloodborne pathogens. *The key element of universal precautions is treating all blood and other potentially infectious body fluids, from all persons, at all times as if it is infectious.* Universal precautions must be used since you can never know for sure who in the field is infected.

How are Universal Precautions Used in the Field?

Cal/OSHA and the Department mandate that all employees shall always use universal precautions in the field:

1. *Latex gloves shall be worn when contact with blood or other potentially infectious body fluids is anticipated and shall be changed after each contact. Leather gloves are not an acceptable substitute for latex gloves.*
2. *Latex gloves shall be turned inside out when being removed and disposed of as indicated in the Department Manual (3/712.13).*

3. *Hands and skin surfaces shall be thoroughly washed as soon as possible after providing first aid, or after contact with blood or other potentially infectious body fluids. If a waterless cleanser was used to wash in the field, then hands shall be washed with soap and water as soon as possible afterwards.*
4. *Masks, protective eye wear, and gowns shall be worn if possible whenever splashing is anticipated.*
5. *Precautions shall be taken to prevent injuries caused by needles and other sharp instruments. For example, needles shall not be recapped, bent or broken by hand, and sharp objects taken into evidence shall be placed in an appropriate puncture resistant container. Searches shall be conducted with care. Remember: look before you reach.*
6. *C.P.R. masks or other ventilation devices shall be used to reduce the risk of exposure to bloodborne pathogens and other diseases.*
7. *An employee's open cuts or sores shall be covered with adhesive bandages. If blood soaks through the bandage, it shall be changed.*

How Shall Universal Precautions Equipment be Carried in the Field?

Cal/OSHA requires that Personal Protective Equipment Kits for universal precautions be provided by the City. Personal Protective Equipment Kits can be obtained from the kit room or supply locker.

Who Should Carry Personal Protective Equipment Kits?

- One complete Personal Protective Equipment Kit shall be stored in every police vehicle (car, van, bus, truck, etc.).
- Modified kits shall be carried by motorcycle, bicycle and mounted units. A modified kit shall contain at least one of each required item.
- The Department recommends that all uniformed officers assigned to enforcement activities, especially footbeat officers who may not have convenient access to their Personal Protective Equipment Kits, carry latex gloves, towelettes and a CPR mask.

What are the Contents of a Complete Personal Protective Equipment Kit?

Item	Supply Div Order #
Latex gloves (four pairs)	9374684
C.P.R. mask (1)	8601020
A surgical mask (1)	8612005
Towelettes (6)	9380063
Tube of hand cleaning gel (1)	9325051
Evidence tube and cork (1 each)	7690635 and 6550324
Pair of disposable boots (two pairs)	9300021
Jumpsuit (1)	9374490
Apron (1)	9374589
Contamination Bags (10)	9380144

Who is Responsible for Ensuring that a Personal Protective Equipment Kit is Complete?

- *Officers shall replace the items from the kit room or supply locker if there are any items missing from a kit.*
- *A supervisor shall be notified immediately if individual kit items are not available.*
- *Commanding officers are responsible for ensuring that an adequate supply of equipment is maintained in the kit rooms or supply lockers.*

EXPOSURE EVALUATION AND TREATMENT

If There is a Bloodborne Pathogen Exposure, Are There Treatments That Can Prevent an Infection From Occurring?

Yes. There are treatments that are highly effective but they must be taken promptly, and work best when begun within 1-2 hours after an exposure. Since these treatments must be authorized by City physicians, not contract hospital staff, the protocol described below must be followed to ensure prompt treatment.

What Should An Employee Do If He/She Believes He/She Has Sustained an Exposure?

The protocol depends upon whether or not the employee requires emergency medical care. A possible exposure by itself is not an injury requiring emergency medical care. For example, a suspect's blood splashed into an employee's eye is not an injury requiring emergency medical care. However, it is an exposure requiring evaluation and possible treatment by City medical staff.

What Should an Employee Do If There is a Possible Exposure But No Injury Requiring Emergency Medical Care?

The employee shall:

1. Immediately cleanse and/or disinfect the exposed area. Exposed mucous membranes shall be flushed with water.
2. Immediately report the incident to a supervisor. Supervisors are responsible for ensuring that bloodborne pathogen and injury reporting protocols are adhered to.
3. Immediately call or report to City medical staff at one of the following locations for evaluation and possible treatment to prevent infection: Occupational Health Services Division, (213) 485-4635; Parker Center, (213) 485-2550 or 485-7199; 77th Street, (213) 473-5022; or Van Nuys, (818) 756-8367.

What Should an Employee Do If There is a Possible Exposure And There Is An Injury Requiring Emergency Medical Care?

1. Immediately cleanse and/or disinfect the exposed area. Exposed mucous membranes shall be flushed with water.
2. The employee shall immediately be taken to the nearest emergency hospital for prompt treatment of the injury.
3. The responding supervisor or senior officer present shall immediately call City medical staff to report the possible exposure so that they can consult promptly with the emergency hospital about whether to begin treatment to prevent infection. Treatment to prevent infection shall not begin without consultation with City medical staff, who may be reached at one of the following locations: Occupational Health Services Division, (213) 485-4635; Parker Center, (213) 485-2550 or 485-7199; 77th Street, (213) 473-5022; or Van Nuys, (818) 756-8367.

SOURCE PERSON TESTING

What is a Source Person?

A source person is the individual whose blood or other potentially infectious body fluid is the source of the exposure. For example, a source person may be a suspect, a crime or accident victim, or a fellow officer.

When Should the Identity of the Source Person Be Recorded?

A source person's identifying information shall be recorded when necessary to complete relevant official reports, such as crime or accident reports. However, the confidentiality of the source person's identity shall be maintained by all employees at all times.

Can the Source Person be Tested?

Yes, under certain circumstances, and only upon the recommendation of City medical staff based on objective medical criteria. A source person's willingness to be tested is not sufficient grounds for testing.

What are the Procedures for Testing a Source Person?

City medical staff must first determine that there is an objective medical basis to warrant testing. The procedures for testing then depend upon whether the source person voluntarily agrees to be tested.

What are the Procedures If a Source Person Voluntarily Consents to Testing?

In all cases, City medical staff must first determine that there is an objective medical basis to warrant testing. Then,

If the source person is at a City facility:

City medical staff will obtain written consent and withdraw a blood sample for testing.

If the source person is at a non-City medical facility:

The medical staff at the facility will obtain written consent and withdraw a blood sample. A department employee shall then transport the blood sample to City medical staff for testing.

If the source person is not at a medical facility:

City medical staff shall make arrangements to obtain written consent and have the source person tested.

Can a Department Employee Obtain the Source Person's Consent to Test?

No, under no circumstances shall an officer or other Department employee obtain consent.

What if the Source Person Refuses to Consent to Testing?

Under certain circumstances, state law permits testing without consent.

City medical staff must first determine that there is an objective medical basis to warrant testing. City medical staff must then determine that the source person refuses to be tested voluntarily.

The involved officers shall then ensure either their divisional detective or detectives in the division of occurrence are notified and provided all relevant reports. The detectives, *not* the officers, shall then complete a request for involuntary testing and contact the City Attorney's Police General Counsel Section at (213) 485-5414.

The standards for involuntary testing are described in the Department's Bloodborne Pathogen Protocol, which is available at each watch commander's office. If additional information is needed, the detectives shall call the Department's Medical Liaison Section at (213) 485-4087. If Medical Liaison is closed, the detectives shall call Detective Headquarters Division at (213) 485-3261.

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 15

May 26, 1999

SUBJECT: VEHICLE LOANS - REVISED

PURPOSE: In order to clarify the procedure for obtaining loaned vehicles and to better manage those vehicles, this Order standardizes the procedure for contracting loaned vehicles, deactivates the Hold Harmless Agreement, Form 11.40.0, and revises the Hold Harmless Agreement Exhibit A, Form 11.40.1.

PROCEDURE:

- I. **LOANED VEHICLES - DEFINITION AND USE.** A loaned vehicle is any vehicle temporarily loaned without cost to the Department by an automobile dealership or other business. Use of the vehicle is restricted to the specific purpose authorized by the bureau commanding officer of the entity to which the vehicle is loaned. However, in no event shall a loaned vehicle be used for pursuit or other high speed driving.

If a loaned vehicle is used in the Home-Garaging Program, the loaned vehicle shall be substituted for a City vehicle that is authorized for that purpose. In no case shall the number of take-home vehicles exceed the number of home-garaging authorities assigned to the specific organizational entity. Loaned vehicles shall be considered City vehicles, and all rules and regulations pertaining to use of City vehicles apply.

- II. **REQUEST FOR LETTER OF INDEMNITY/PROOF OF INSURANCE, FORM GENERAL 184.** The Request for Letter of Indemnity/Proof of Insurance, Form General 184, shall be used to contract a vehicle for use in the Department vehicle loan program. The form must be signed by both the City Risk Manager, Office of the City Administrative Officer, and the bureau commanding officer.
 - A. **Use of Form.** This form is used to provide automobile dealerships or other businesses who loan a vehicle(s) to the Department limited protection against liability and damage which may result from the Department's use of their vehicles. A separate form is required for each loaned vehicle.

- * The form is valid after the date the form is signed by both the bureau commanding officer and the City Risk Manager, Office of the City Administrative Officer;
- * The Exhibit "A" attachment shall list the vehicle contracted for loan to the Department from an automobile dealership or other business. Only one vehicle shall be listed per each Exhibit "A" form; and,
- * Each new vehicle trade requires a new Exhibit "A" Form and Form General 184 to be submitted.

B. **Completion.** Each Request for Letter of Indemnity/Proof of Insurance form must be signed by both the bureau commanding officer and the City Risk Manager, Office of the City Administrative Officer, prior to the vehicle being used. The form shall be completed as directed and the box marked "Personal Property" shall be checked.

C. **Distribution.**

- 1 - Original, automobile dealership or other business
- 1 - Motor Transport Division (MTD) via Fiscal and Support Bureau (F&SB)
- 1 - Requesting Department entity
- 1 - City Risk Manager, Office of the City Administrative Officer

- 4 - Total

III. **COMMANDING OFFICER RESPONSIBILITY.** Prior to utilizing a loaned vehicle, a commanding officer shall:

- * Determine the necessity, specific need and duration (no longer than 12 months) for the loaned vehicle(s);
- * Forward the Request for Indemnity/Proof of Insurance, Form General 184, and Hold Harmless Agreement Exhibit "A", Form 11.40.1 to their bureau commanding officer;
- * Ensure that each approved loaned vehicle is assigned a Department shop number and inspected by MTD for safety and damage prior to accepting delivery. Vehicles failing the safety inspection shall not be used.

May 26, 1999

Exception: A vehicle loaned from a car rental agency which is to be used for a period of five days or less, need not be inspected by MTD nor are the Request for Indemnity/Proof of Insurance and the Exhibit "A" forms required. A car rental agency is any business which primarily offers **daily** car rental services. A dealership that offers car rentals secondary to the selling of automobiles, is **not** considered a rental agency for the purpose of this Order.

- * Maintain the copy of the Exhibit "A", Form 11.40.1, received from MTD, for each vehicle that is loaned to the entity; and,
- * Upon return of the loaned vehicle, ensure that a representative of the loaning agency inspects the loaned vehicle and signs the Exhibit "A", indicating that the vehicle was returned in good condition and forward that Exhibit "A" to MTD.

To ensure that no loaning agency is overburdened with requests for vehicle loans, commanding officers who intend to seek a vehicle loan from a business shall, prior to contacting the business, contact the commanding officer of the geographic bureau in which the dealership is located. The geographic bureau commanding officer, in which the dealership or other business is located, shall have final authority regarding the appropriateness of seeking the loan.

IV. BUREAU COMMANDING OFFICER RESPONSIBILITY. The bureau commanding officer of the command seeking to contract for a loaned vehicle(s) shall:

- * Review the Request for Indemnity/Proof of Insurance, Form General 184, and determine the necessity and specific need for the loaned vehicle(s);
- * Approve or disapprove the request;
- * Forward Request for Indemnity/Proof of Insurance, Form General 184, and Exhibit "A", Form 11.40.1 to Support Services Group (central repository) via F&SB.
- * Have final authority regarding the appropriateness of Department entities outside of the bureau seeking loaned vehicles from a business or dealership within their bureau.

Exception: Approval for a loaned vehicle to be used for a confidential operation/investigation may be requested via the Chief of Staff.

V. MOTOR TRANSPORT DIVISION RESPONSIBILITY. Motor Transport Division is responsible for:

- * Conducting a mechanical safety inspection of a loaned vehicle(s) prior to its deployment in the field;
- * Assigning a temporary shop number to each loaned vehicle; and,
- * Providing minor repairs and adjustments as approved by the Commanding Officer, MTD.

Note: Vehicle damage caused by a traffic accident or as a result of enforcement activities, shall not be repaired in Department facilities unless authorized by the Commanding Officer of MTD.

- * Maintaining a special file for each loaned vehicle to include:
 - a. A copy of the Exhibit "A", Form 11.40.1;
 - b. A copy of the approved Letter of Indemnity/Proof of Insurance, Form General 184;
 - c. Issuance of temporary shop numbers;
 - d. Continuous listing of active loan vehicles; and,
 - e. Quarterly expenditures and inspections on loaned vehicles.

VI. SUPPORT SERVICES GROUP RESPONSIBILITY. Support Services Group (SSG), shall be responsible for:

- * Maintaining a list of loaned vehicles being utilized in each Bureau;
- * Forwarding Form General 184 (Exhibit "A" excluded) to the City Risk Manager, Office of the City Administrative Office;
- * After review by the City Risk Manager, notifying the appropriate Bureau Commanding Officer of the approval or disapproval; and,
- * If approved by the City Risk Manager, forwarding Form General 184 to the loaning agency and a copy (with attached Exhibit "A") to MTD.

May 26, 1999

- * Complete an annual vehicle loan audit report to be submitted to the Chief of Police during the first quarter of each calendar year.

VII. LOANED VEHICLES INVOLVED IN TRAFFIC COLLISIONS. Traffic collisions involving loaned vehicles shall be considered "City Property Involved" (4/405.10) and shall be investigated accordingly including the completion of all appropriate reports.


VIII. HOLD HARMLESS AGREEMENT, FORM 11.40.0 - DEACTIVATED. The Hold Harmless Agreement, Form 11.40.0, is deactivated.

IX. HOLD HARMLESS AGREEMENT, EXHIBIT "A" , FORM 11.40.1 - REVISED. The Hold Harmless Agreement, Exhibit "A", Form 11.40.1, is renamed Exhibit "A", Form 11.40.1. The use, completion and distribution of the form remains the same.

FORM AVAILABILITY: The Request for letter of Indemnity, Form General 184, is available at Supply Division. The Exhibit "A", Form 11.40.1, will be available at Supply Division within 90 to 120 days. A copy of Exhibit "A", Form 11.40.1, is attached for duplication as needed. All remaining stock of the current forms shall be bundled, marked "Obsolete", and placed into a divisional recycling bin.

AUDIT RESPONSIBILITY: The Commanding Officer, Support Services Group, shall monitor compliance with this directive in accordance with Manual Section 0/080.30.

AMENDMENTS: This Order amends Department Manual Sections 3/583.50, 3/583.60, 3/583.70, 3/583.80, 5/11.40.0, and 5/11.40.1.



BERNARD C. PARKS
Chief of Police

Attachment

Distribution "A"

COMPLETE IN TRIPLICATE

DATE: _____

BAILOR: _____

ADDRESS: _____

DEPARTMENT

ENTITY: _____

EXHIBIT "A"

SHOP NO.	MAKE	MODEL	YEAR	LIC. NO. OR VIN	MARKET VALUE	DATE OBTAINED	DATE RETURNED
----------	------	-------	------	--------------------	-----------------	------------------	------------------

Completion Instructions: All loaned vehicles are required to have a temporary shop number, issued by the Fleet Services Section of Motor Transport Division (MTD). Loaned vehicles are also required to pass a safety inspection by MTD.

Exception: Loaned vehicles to be borrowed from car rental agencies for five days or less DO NOT require a safety inspection.

MTD will not issue a temporary shop number to a loaned vehicle unless the required documents are on file at MTD and a safety inspection (if required) has been completed. Only one vehicle shall be listed per Exhibit "A" form.

Failed Safety Inspection: Loaned vehicles that do not pass a safety inspection shall immediately be returned to the bailor.

Safety Inspection Information:

[] A safety inspection is not required.

Officer Signature _____ Date _____

[] Vehicle passed the safety inspection.

Mechanic Signature _____ Date _____

The vehicle indicated was returned to the bailor on this date in good condition.

(s) _____
Bailor or authorized agent

Date _____

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 16

June 9, 1999

SUBJECT: NOTIFICATIONS TO SEXUAL ASSAULT VICTIMS

PURPOSE: An amendment to California Penal Code (PC) Section 679.04 requires that law enforcement agencies now provide additional specific information to victims of sexual assault. Section 679.04 requires that a victim of a sexual assault be notified, verbally or in writing, of their right to have a victim's advocate and at least one other support person, of their choosing, present during any interview by law enforcement authorities, district attorneys, or defense attorneys.

This Order establishes a procedure for notifying a sexual assault victim of their right to have a victim's advocate, a support person of their choosing, and to be interviewed by an officer of the same gender.

PROCEDURE: Currently, the crimes affected by this Order are those enumerated in Section 11165.1 PC, which are:

- * 261 PC - Rape
- * 262 PC - Spousal rape
- * 264.1 PC - Rape in concert
- * 285 PC - Incest
- * 286 PC - Sodomy
- * 288 PC - Lewd and lascivious acts upon a child under 14 years of age
- * 288(a) PC - Oral copulation
- * 289 PC - Penetration of a genital or anal opening by a foreign object
- * 647(a) PC - Child molestation

I. VICTIM'S RIGHT TO AN ADVOCATE AND SUPPORT PERSON. An officer conducting a preliminary investigation involving a sexual assault shall advise the victim of their right to have a victim's advocate and at least one other support person of the victim's choosing present during the interview. This notification need only be made during the initial interview. If a victim should invoke his/her right to an advocate or support person mid-interview or during a subsequent follow-up interview, an officer shall honor that request. **The first sentence in**

the narrative portion of the related crime report shall include the date and time the victim was advised, the name of the officer making the notification, and the victim's response.

If a victim is too young to comprehend the admonition, the officer may contact the parent/guardian to determine if an advocate and/or support person would be appropriate. If there is no parent/guardian available or if their involvement may be detrimental to the investigation, the officer shall determine if an advocate and/or support person would be appropriate. If one is needed, the officer should contact the Area Juvenile Coordinator or Major Assault Crimes Coordinator for further assistance.

Note: An officer seeking to obtain initial information at a crime scene to determine whether a crime has been committed and/or the identity of the suspect(s) for an initial crime broadcast, is not required to make this notification at that time.

Exception: An officer may exclude any individual from being present during an interview as an advocate or support person when the officer determines that the person may be detrimental to the investigation, such as a potential suspect and/or percipient witness. However, an officer shall proceed with caution and sensitivity toward the victim when denying a victim their choice of an advocate and/or support person.

II. GENDER PREFERENCE IN A SEXUAL ASSAULT INVESTIGATION.

An officer conducting the preliminary investigation of a sexual assault shall determine whether the victim prefers to be interviewed by an officer of the same gender. **The victim's response shall be documented as the second sentence in the narrative of the related crime report.** When the victim prefers to be interviewed by an officer of the same gender, the officer shall have an officer of that gender conduct the interview. However, the primary unit retains responsibility for completing the remainder of the preliminary investigation including completion of a crime report and arranging for medical treatment.

June 9, 1999

AMENDMENT: This Order adds sections 4/210.38 and 4/210.39 to the Department Manual.

AUDIT RESPONSIBILITY: The commanding officer, Detective Services Group, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.


BERNARD C. PARKS
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 17

June 30, 1999

SUBJECT: VEHICLE PURSUIT REPORT, FORM 1.14.0 - REVISED

PURPOSE: In an effort to more easily track state-mandated information, the Vehicle Pursuit Report, Form 1.14.0 has been updated to include several additional categories for a more comprehensive report. This Order revises Vehicle Pursuit Report, Form 1.14.0.

PROCEDURE:

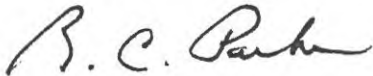
- I. VEHICLE PURSUIT REPORT, FORM 1.14.0 - REVISED. The Vehicle Pursuit Report, Form 1.14.0, has been revised to reflect the following:
 - * A Use of Force box has been added;
 - * The signature block for Patrol Commanding Officer has been deleted;
 - * Signature block for Operations Support Division Commanding Officer has been added;
 - * In-Policy check boxes have been added for use by the Area/Division Commanding Officer and the Bureau Commanding Officer;
 - * A "Hybrid" category has been added to the Primary Unit and Secondary Unit boxes;
 - * A License No./State category has been added to the Suspect's Vehicle box;
 - * The category "Driver Abandoned Vehicle and Fled on Foot" has been added to the Pursuit Disposition box; and,
 - * Lines for the Supervisor's Narrative have been omitted, with instructions to use a Continuation Sheet.
- A. Use of Form. The use of this form has not changed.
- B. Completion. The completion of this form is changed to include the additional categories.
- C. Distribution. The distribution of this form has not changed.

FORM AVAILABILITY: The Vehicle Pursuit Report, Form 1.14.0, will be available for ordering from Supply Division. A copy of the form is attached for duplication and immediate use.

June 30, 1999

AMENDMENTS: This order amends Section 5/1.14.0 to the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Uniformed Services Group, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



BERNARD C. PARKS
Chief of Police

Attachment

DISTRIBUTION "A"

Los Angeles Police Department VEHICLE PURSUIT REPORT				DR (REQUIRED ON ALL PURSUITS)	
DATE & TIME OF OCCURRENCE		DURATION OF PURSUIT TIME DISTANCE		AIR UNIT INVOLVED DESIGNATION YES <input type="checkbox"/> NO <input type="checkbox"/>	
USE OF FORCE YES <input type="checkbox"/> NO <input type="checkbox"/>		TYPE			
PRIMARY UNIT	INITIALS, LAST NAME		SERIAL NO.		DIV/DETAIL
	DRIVER				
	PASSENGER				
	YEAR	MAKE	MODEL	SHOP #	
	COLOR(S)	VEH. LIC. NO.	STATE	HIGHEST SPEED ____ MPH	
SECONDARY UNIT	INITIALS, LAST NAME		SERIAL NO.		DIV/DETAIL
	DRIVER				
	PASSENGER				
	YEAR	MAKE	MODEL	SHOP #	
	COLOR(S)	VEH. LIC. NO.	STATE	HIGHEST SPEED ____ MPH	
BLACK & <input type="checkbox"/> WHITE DUAL <input type="checkbox"/> PURPOSE HYBRID <input type="checkbox"/> MOTOR <input type="checkbox"/> CYCLE OTHER <input type="checkbox"/>					
SUSPECT'S VEHICLE YEAR MAKE MODEL LICENSE NO./STATE HIGHEST SPEED _____ _____ _____ _____ _____ _____ MPH					
LOCATION PURSUIT ORIGINATED			RD		
LOCATION PURSUIT TERMINATED			RD		
TRAFFIC COLLISION YES <input type="checkbox"/> NO <input type="checkbox"/> <u>NUMBER OF PARTIES INVOLVED IN T/C</u> <u>NUMBER/TYPE OF COLLISION(S)</u> POLICE VEHICLE _____ MV - MV _____ SUSP(S) VEHICLE _____ MV - ROR _____ UNINVOLVED VEHICLES _____ MV - PED _____ PROPERTY _____ MV - M/C _____ OTHER: _____ OTHER: _____					
INITIAL REASON FOR CONTACT		MOST SERIOUS VIOLATION CHARGED			
FELONY <input type="checkbox"/>		FELONY <input type="checkbox"/>			
MISDEMEANOR <input type="checkbox"/>		MISDEMEANOR <input type="checkbox"/>			
INFRACTION <input type="checkbox"/>		INFRACTION <input type="checkbox"/>			
OTHER <input type="checkbox"/>		OTHER <input type="checkbox"/>			
SECTION: _____		SECTION: _____			
CODE: _____		CODE: _____			
ARRESTEE INFO					
DRIVER		ARRESTED		JUVENILE	
PASSENGER(S) # _____		<input type="checkbox"/>		<input type="checkbox"/>	
PURSUIT DISPOSITION SUSPECT WAS <input type="checkbox"/> WAS NOT <input type="checkbox"/> APPREHENDED. THE FOLLOWING MOST NEARLY DESCRIBES THE EVENT TERMINATING THE PURSUIT PURSUED DRIVER VOLUNTARILY STOPPED <input type="checkbox"/> FORCIBLE STOP <input type="checkbox"/> PURSUED VEHICLE BECAME DISABLED <input type="checkbox"/> PURSUING VEHICLE BECAME DISABLED <input type="checkbox"/> PURSUIT ABORTED BY LAW ENFORCEMENT AGENCY <input type="checkbox"/> PURSUED VEHICLE AND PURSUING VEHICLE COLLIDED <input type="checkbox"/> PURSUED VEHICLE INVOLVED IN COLLISION <input type="checkbox"/> PURSUING VEHICLE BECAME INVOLVED IN COLLISION <input type="checkbox"/> PURSUING CONTINUED BY ALLIED AGENCY <input type="checkbox"/> PURSUED VEHICLE ESCAPED PURSUING VEHICLES <input type="checkbox"/> DRIVER ABANDONED VEHICLE AND FLED ON FOOT <input type="checkbox"/> OTHER <input type="checkbox"/>					
INJURIES					
<u>INJURIES AS A RESULT OF A COLLISION</u> YES <input type="checkbox"/> NO <input type="checkbox"/> POLICE OFFICER(S) SUSPECT(S) OTHER(S) FATAL INJURY _____ _____ _____ SEVERE INJURY _____ _____ _____ OTHER VISIBLE INJURY _____ _____ _____ COMPLAINT OF PAIN _____ _____ _____					
<u>INJURIES INCURRED AFTER VEHICLE PURSUIT</u> YES <input type="checkbox"/> NO <input type="checkbox"/> POLICE OFFICER(S) SUSPECT(S) OTHER(S) FATAL INJURY _____ _____ _____ SEVERE INJURY _____ _____ _____ OTHER VISIBLE INJURY _____ _____ _____ COMPLAINT OF PAIN _____ _____ _____					
NOTIFICATIONS			RELATED REPORTS & DR # (LIST AND ATTACH)		
SUPERVISOR'S NARRATIVE - INCLUDE: T/C SUMMARY (IF ANY), ADDITIONAL UNITS IN PURSUIT, HOSTAGE INFO (IF ANY), ROUTE OF PURSUIT, ADDITIONAL GEOGRAPHIC AREAS AND OUTSIDE JURISDICTIONS INVOLVED, CIRCUMSTANCE OF TERMINATION, AND INJURIES (HOW SUSTAINED). USE CONTINUATION SHEET					
SUPERVISOR REPORTING		SERIAL #			
W/C OR OIC APPROVING		SERIAL #			
AREA/DIVISION COMMANDING OFFICER		IN-POLICY YES <input type="checkbox"/> NO <input type="checkbox"/>		BUREAU COMMANDING OFFICER	
		IN-POLICY YES <input type="checkbox"/> NO <input type="checkbox"/>			

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 18

June 30, 1999

SUBJECT: SERVICE OF WANTS AND WARRANTS WHEN PERSON IS IN LOS ANGELES COUNTY CUSTODY - REVISED

PURPOSE: Recently, members of this Department have encountered several procedural problems while attempting to rebook prisoners in custody at Los Angeles (LA) County jail facilities. This Order revises the procedure for rebooking arrestees in LA County custody when a felony or local misdemeanor warrant is served, an open charge is added, or additional charges have been filed and no warrant has been issued.

PROCEDURE:

I. INVESTIGATING OFFICER RESPONSIBILITY. When a prisoner in an LA County jail facility is wanted by this Department on a felony warrant, or is the subject of an additional filed, or open charge, the investigating officer shall:

- * Determine the location and booking number, then confirm the identity of the prisoner from the Warrants and Detainers Section, County Central Jail;
- * Ensure the INV format on the Network Communications System (NECS) is completed, including a Warrant Information Sheet (WIS) is sent to the Warrants and Detainers Section, County Central Jail;

EXCEPTION: If an investigating officer wishes to serve a prisoner on an open charge, the investigating officer must physically respond to County Central Jail or the Twin Towers Facility.

- * Ensure a teletype is sent to the Warrants and Detainers Section, County Central Jail, including all booking information;
- * Via the telephone, ensure the Warrants and Detainers Section received the teletype and WIS and that the prisoner was served with the warrant or informed of the additional charges;

NOTE: When a prisoner is confined at a location other than County Central Jail or the Twin Towers Facility, and the investigating officer wishes to physically serve the warrant(s) or open charge, the

June 30, 1999

investigating officer shall send a teletype to the Watch Commander, Inmate Reception Center, requesting that the prisoner be immediately transferred to County Central Jail or the Twin Towers Facility. Felony warrants and open charges shall be served only at County Central Jail or Twin Towers Facility.

- * Ensure that Fingerprint Cards, Form FD 249, were completed and forwarded to Records and Identification Division (R&I);
- * Complete the Arrest Report, Form 5.02, and narrative; and,
- * Complete and deliver the following pages of the Form 5.1 to a clerk in the Records Unit of the division where the reports are to be reproduced:
 - a. Booking and Identification Record, Form 5.01.2;
 - b. Disposition of Arrest and Court Action, Form 5.09;
 - c. Investigator's Final Report, Form 5.10; and,
 - d. CII Arrest Notification, Form 5.01.2.

NOTE: If an arrest warrant is served, or previously filed charges are being added, forward the Disposition of Arrest and Court Action, Form 5.9, to the appropriate arraignment court through the Department mail system.

Investigating officers serving felony warrants or preferring additional charges on a female prisoner in custody at the Twin Towers Facility shall comply with the procedure applicable at County Central Jail.

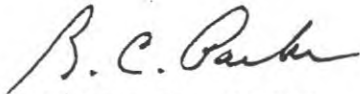
II. LOCAL MISDEMEANOR WARRANTS. When notified that there are outstanding local misdemeanor warrants for a prisoner in the County jail, the Warrants Section, Records and Identification Division, shall:

- * Obtain the prisoner's booking number; and,
- * Forward a teletype of the Warrant Information Sheet (WIS) of the warrant, including the prisoner's booking number, to the Warrants and Detainers Section, Inmate Reception Center, County Central Jail.

June 30, 1999

AMENDMENT: This Order amends Section 4/725.50 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Detective Services Group, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

A handwritten signature in cursive script, appearing to read "B. C. Parks".

BERNARD C. PARKS
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 19

July 13, 1999

SUBJECT: REORGANIZATION OF JAIL DIVISION

PURPOSE: In the consolidation of the Department's Jail System, Jail Division assumed line command of all geographic jails. This Order incorporates the consolidated Department Jail System into the Department Manual.

PROCEDURE:

I. JAIL DIVISION - REVISED. Jail Division, Support Services Group, is composed of:

- * Administrative Section;
- * Metropolitan Jail Section;
- * Operations Jail Section;
- * Valley Jail Section; and,
- * Seventy-Seventh Street Jail Section.

The following jail sections are added to the existing City Jail System (Department Manual Section 2/085).

A. Operations Jail Section - Activated. Operations Jail Section is activated within Jail Division and is responsible for staffing and operating all geographic jails, with the exception of Seventy-Seventh Street and Valley Jail Sections.

B. Seventy-Seventh Street Jail Section - Activated. The Seventy-Seventh Street Jail Section is activated within Jail Division. The Seventy-Seventh Street Jail Section is responsible for:

- * Intake, booking and processing of male arrestees as determined by the Commanding Officer, Jail Division.

Note: Currently, Seventy-Seventh Street Jail Section is equipped with a continuously operational medical dispensary. Male arrestees from Harbor, Seventy-Seventh Street, Southeast, and Southwest Areas who require treatment or follow-up medical care available through the dispensary may be booked and detained at the Seventy-Seventh Street Jail Section.

July 13, 1999

Exception: All males arrested for crimes occurring within the Metropolitan area over which Financial Crimes Division or Fugitive Warrant Section have investigative responsibility shall continue to be booked and detained at Metropolitan Jail Section.

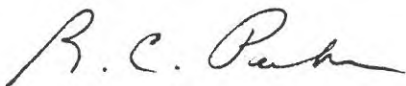
- * Intake, booking and processing of female arrestees as determined by the Commanding Officer, Jail Division.

The duties and functions of the Administrative Section, Metropolitan Jail Section, and Valley Section remain unchanged.

The Jail Procedures Manual is readily available from any of the geographic jails for reference of the responsibilities of sworn and civilian personnel.

AUDIT RESPONSIBILITY: The Commanding Officer, Support Services Group, shall monitor compliance with this directive in accordance with Manual Section 0/080.30.

AMENDMENTS: This Order adds Sections 2/661.21 and 2/662, to and amends Sections 2/085, 2/309.67, 2/660.01, 2/660.08, 2/1124.01, 2/1124.03, 3/309.67, 4/648.14, 4/648/15, 4/649.10, 4/652.30, 4/653/10, 4/653.20, 4/659.10, 4/659.40, 4/681.05, 4/681.10, 5/6.34-80, and 5/651-80 in the Department Manual.



BERNARD C. PARKS
Chief of Police

Distribution "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 20

August 27, 1999

SUBJECT: REPORTING/INVESTIGATING MOBILE DATA TERMINAL DAMAGE

PURPOSE: A recent audit conducted by Emergency Command Control Communications System (ECCCS) Division revealed that many entities were not complying with the existing reporting procedures for Mobile Data Terminal (MDT) damage. As the Department is investing approximately \$25 million to upgrade the entire MDT system, it is imperative that new reporting/investigating procedures be implemented. These procedures will ensure management control and accountability of MDT damage, thereby protecting these vital assets.

This Order implements procedures to be followed by personnel when reporting or investigating MDT damage. This Order does not affect procedures for requesting repair of malfunctioning MDT equipment resulting from normal use.

This Order supercedes Office of Operations Order No. 5, dated March 28, 1984; and Office of Operations Notice No. 24, dated May 28, 1996.

PROCEDURE:

I. OFFICER RESPONSIBILITY. When an officer damages or discovers an MDT with visible signs of damage, they shall immediately report it to their watch commander and prepare an Employee's Report, Form 15.7, for their watch commander's approval. The Form 15.7 shall include, but not be limited to, the following information:

- * Cause and nature of the damage (if known);
- * State if the MDT is still operable;
- * Vehicle shop number; and,
- * Mobile Data Terminal number.

II. WATCH COMMANDER RESPONSIBILITY. Upon receipt of an officer's completed Form 15.7, the watch commander shall assign a supervisor to conduct an **immediate** investigation of the damage. This investigation shall be documented on a Form 15.7. The supervisor's investigation and the officer's Form 15.7 shall be reviewed by the watch commander. The watch commander shall also ensure that a Motor Vehicle Trouble Ticket, Form 11.03 is completed. The forms shall be forwarded to the commanding officer for review and approval.

Note: Malfunctioning MDTs resulting from normal use will continue to be repaired by submitting a completed Trouble Ticket, Form 11.03 and the approval of any supervisor.

III. SUPERVISOR RESPONSIBILITY. Supervisors assigned to conduct the damage investigation shall inspect the MDT and document the investigation on a separate Form 15.7, which shall include, but not limited to, the following information:

- * A detailed description of the damage;
- * Photographs of any visible damage;
- * The MDT number;
- * An assessment regarding the cause of the damage; and,
- * Any other relevant or pertinent information.

Note: If at any time during the investigation the supervisor becomes aware of MDT damage caused by misconduct, the supervisor shall immediately initiate a Department Complaint Investigation pursuant to existing policy.

IV. COMMANDING OFFICER RESPONSIBILITY. Commanding officers shall review the completed investigation to determine if the investigation is complete and addresses all pertinent issues. After review, the Motor Vehicle Trouble Ticket, Form 11.03 shall be forwarded to Motor Transport Division to ensure that the MDT is repaired. Approval of the investigation shall be documented on an Intradepartmental Correspondence, Form 15.2, to the Commanding Officer, Information and Communications Services Bureau, and forwarded with a copy of the investigation and Motor Vehicle Trouble Ticket to the respective bureau commanding officer for review and approval.

V. BUREAU COMMANDING OFFICER RESPONSIBILITY. Bureau commanding officers shall review the results of the investigation. After review, copies of the investigation shall be forwarded to the Commanding Officer, Information and Communications Services Bureau.

VI. COMMANDING OFFICER, INFORMATION AND COMMUNICATIONS SERVICES BUREAU RESPONSIBILITY. The Commanding Officer, Information and Communications Services Bureau shall review all investigations surrounding MDT damage and develop a system for tracking and monitoring MDT damage.

August 27, 1999

AMENDMENTS: This Order adds Section 3/579 to the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Information and Communications Services Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.


BERNARD C. PARKS
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 21

September 16, 1999

SUBJECT: BOARD-UP PROCEDURE AT UNSECURED LOCATIONS

PURPOSE: On February 14, 1996, an ordinance was passed by the Los Angeles City Council authorizing the Police Department to contract board-up services to secure commercial locations. These contracts have now been signed and the contractors will respond upon request to secure a commercial building when a responsible party cannot be located or is unable to respond to secure the building. It is anticipated that this board-up procedure will ensure the safety of commercial properties and significantly reduce time spent by officers guarding unsecured locations.

This Order activates the Board-Up Report, Form 16.29.05, establishes the board-up procedure for unsecured locations, and establishes the position of Department Board-Up Coordinator.

PROCEDURE:

- I. BOARD-UP REPORT, FORM 16.29.05 - ACTIVATED. The Board-Up Report, Form 16.29.05, is activated.
 - A. Use of Form. This report is completed by the officer handling an incident requiring the response of a board-up vendor to secure a commercial location.
 - B. Completion. A separate report shall be completed for each board-up incident. The original plus three copies are required. The nature of the call, a brief account of the incident, and all efforts to contact a responsible party shall be documented in the report narrative.

Note: Until such time that the form is available from Supply Section, separate copies of the Board-Up Report must be completed at the scene and supplied to the vendor and the business location.

C. Distribution.

- 1 - Original, Commission Investigation Division.
- 1 - Copy, Area of occurrence.
- 1 - Copy, retained by the vendor completing board-up.

1 - Copy, left at the business location.

4 - TOTAL

II. BOARD-UP PROCEDURE - COMMERCIAL LOCATIONS. The board-up procedure applies only to a commercial location when an officer finds the location unoccupied and unsecured.

A. **Officer's Responsibility.** When an officer finds a commercial location unoccupied and unsecured, the officer shall attempt to contact a responsible party (R/P) to assume responsibility for safeguarding the premises. If the officer is unable to locate an R/P's telephone number on or within the premises or from an alarm company, City Business Tax Registration Certificate, the watch commander's office, or some other available resource, the officer shall request that Communications Division attempt to obtain an emergency telephone number from the Fire Department. The officer shall maintain a record of these efforts, usually in the officer's Field Officer's Notebook.

After an hour of attempting to contact an R/P or if an R/P is contacted but cannot respond within an hour, the officer shall contact a supervisor to determine if a board-up vendor should be requested. With supervisor approval, the officer shall:

- * Request that Communications Division contact and dispatch a board-up vendor;
- * In addition to any crime or arrest reports, complete the Board-Up Report and document on that report all efforts to contact an R/P or, if an R/P was contacted, the R/P's delay in responding;
- * Ensure the Board-up vendor completes their portion of the Board-Up Report;
- * Obtain a supervisor's signature on the form and provide the supervisor with the original and one copy of the form; and,
- * Leave the victim's copy of the Board-Up Report in a conspicuous place inside the location.

Officers shall remain at the scene until the board-up service has secured the location.

- B. Supervisor's Responsibility.** A supervisor shall respond to the location where a board-up service request is being considered to determine if a board-up service should be requested. If the supervisor determines that board-up is appropriate, the supervisor shall approve the request and direct the officer to request board-up response from Communications Division. Additionally, the supervisor shall:
- * Review and approve the Board-up Report at the scene so the victim's copy of the form can be left inside the location;
 - * Summarize the incident in the Sergeant's Daily Report, Form 15.48, and include the total amount of standby time provided by the Department; and,
 - * Submit the original and Area copy of the Board-Up Report to the watch commander along with copies of the following documents:
 - a. Sergeant's Daily Report with all other unrelated entries redacted (removed) from the log;
 - b. Completed Incident History printout for the call;
 - c. Any crime and/or arrest report; and,
 - d. Any other related reports or documents which may assist during an appeal hearing.
- C. Watch Commander Responsibility.** Upon receiving the original and Area copy of the Board-Up Report, the watch commander shall:
- * Review the form and attachments for completeness;
 - * Forward the original Board-Up Report (form only) to the Board-up Coordinator, Commission Investigation Division (CID); and,
 - * Submit the Area copy and attachments to the Area Office for review and retention.

Note: All Board-Up Reports and attachments shall be maintained in the Area for no less than three years, and shall be submitted to the Board-Up Coordinator within 10 days of request.

III. ADMINISTRATIVE APPEAL HEARING. The Board-up Ordinance allows a business owner or representative to appeal a board-up to determine if the board-up was necessary and/or if the officer(s) adhered to the board-up procedure. The request for appeal must occur within ten calendar days of the board-up service.

A. Watch Commander's Responsibility. The Administrative hearing for a board-up service shall be heard by a watch commander from the Area of occurrence. Whenever practical, the hearing should be adjudicated by the watch commander on duty at the time of the incident; however, the hearing shall not be held by the supervisor who approved the board-up. The watch commander conducting the hearing shall:

- * Schedule a hearing date preferably within two days of the request (excluding weekends and holidays), but in no event later than seven calendar days after the request is made;
- * Notify CID of the appeal request and the date and time of the hearing;
- * Collect and review all documentation for the incident;
- * Conduct the board-up appeal hearing to determine if the officers followed the procedure outlined in this Order and inform the R/P of the decision;
- * Summarize the facts of the incident and the hearing in an Employee's Report, Form 15.07, including the reason for the appeal, the reason for any extension beyond the two day hearing requirement, and the rationale for the decision; and,
- * Forward the Employee's Report, along with a copy of related reports (e.g., Crime Report, Supervisor's Daily Report, and Incident History) to the Area Commanding Officer.

If an appeal is successful, the appellant does not need to pay the board-up fee. Commission Investigation Division will notify the City Clerk's Office. A successful appeal results in a waiver of the board-up cost for the business requiring the City to pay the cost.

Note: Any issue regarding the proper identity of the person billed (owner, landlord, tenant, etc.) shall be referred to CID.

- B. **Commanding Officer Responsibility.** When the Area commanding officer receives a board-up appeal report, the commanding officer shall review the report for completeness and forward the original report to CID. The Area shall retain a copy of the appeal report in its files.

IV. **COMMISSION INVESTIGATION DIVISION RESPONSIBILITY.** The Commanding Officer, CID, is responsible for coordinating the Department's Board-Up program. That responsibility includes:

- * Maintaining contracts and liaison with board-up vendors;
- * Maintaining liaison with the City Clerk's Office;
- * Maintaining records of all Board-Up Reports as well as all contracts and records with the vendors;
- * Review and process Board-Up Reports submitted to CID;
- * Follow the procedure established to notify Fiscal Operations Division (FOD) and the City Clerk's Office to compensate vendors for their services; and,
- * Notify the City Clerk's Office and FOD of a successful appeal.

V. **SECURING A RESIDENTIAL LOCATION.** At this time, the Board-Up Ordinance applies only to commercial locations. The following procedure applies to securing a residential location.

- A. **Officer's Responsibility.** An officer responding to an incident involving an unoccupied and unsecured residential location shall attempt to locate or telephonically contact an R/P. If all attempts to contact an R/P are unsuccessful, the officer shall notify a supervisor and be guided by the supervisor's advice.
- B. **Supervisor's Responsibility.** When notified, a supervisor shall respond to the location and ensure that reasonable attempts have been made to locate someone to assume responsibility for the residence.

September 16, 1999

When all options have been exhausted, the supervisor shall determine if a unit should remain at scene or if minor repairs will secure the location. If minor repairs are appropriate, and material/tools are not available at the location, the supervisor may:

- * Dispatch a unit to Property Division (Parker Center or Van Nuys Division) to retrieve the appropriate supplies (i.e. plywood, nails, hammer, and saw);
- * Ensure that officers have made the necessary repairs to secure the location and returned the supplies to Property Division; and,
- * Document the incident on the Sergeant's Daily Report.

FORM AVAILABILITY: The Board-Up Confirmation Form, Form 16.29.05, will be available for ordering from Supply Section in about 90 days. The Board-Up Confirmation Form is attached for duplication as needed.

AMENDMENTS: This Order adds Sections 4/203.70 and 5/16.29.05 to the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, CID, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



BERNARD C. PARKS
Chief of Police

Attachment

DISTRIBUTION "A"

Los Angeles Police Department

Board-up Report Form

LAPD 70-16.29.05 (4/99)

Date/Time (Form Completed)		Date/Time (Incident Created)		DR #		Inc. Number																					
Business Name				Address			RD																				
Officer		Serial #	Officer		Serial #	Unit																					
<p>Notifications:</p> <p>LAPD supervisor shall ensure that the following 4 steps have been taken prior to approving a request for a board-up vendor.</p> <ol style="list-style-type: none"> 1. Inspect premises for responsible party (R/P) phone numbers; 2. Contact Communications Division for Fire Department list of R/P phone numbers; 3. Contact the W/C for a list of phone numbers for the location. 4. One hour has been spent attempting to contact R/P or R/P cannot respond within one hour of being contacted. <p>All attempts to contact an R/P shall be documented below.</p> <table border="1"> <thead> <tr> <th>Phone Number (Incl. Area Code)</th> <th>Where Number Obtained</th> <th>Time of Call</th> <th>Results</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>								Phone Number (Incl. Area Code)	Where Number Obtained	Time of Call	Results																
Phone Number (Incl. Area Code)	Where Number Obtained	Time of Call	Results																								
Vendor Company Name				Supervisor Name		Serial #																					
Address				Unit		Area / Division																					
Phone Number				Watch Commander Phone Number																							
Vendor's Signature				Supervisor's Signature																							
<p>Narrative (Nature of call, brief account of the incident, and efforts to contact R/P)</p> <p> </p> <p> </p> <p> </p> <p> </p> <p> </p> <p> </p> <p> </p> <p> </p> <p> </p> <p> </p>																											

- Distribution:
- 1- (original) Commission Investigation Division (CID)
 - 2- Area copy
 - 3- Vendor copy
 - 4- Business copy (to be left at the location)

Notice to Business Owner Regarding Board-up Confirmation Form.

General Instructions:

Officers responded to a call for service and discovered your business unoccupied and unsecured. In accordance with LAMC section 103.206.2 and LAMC section 21.8, officers attempted to contact you or an alternate with unsuccessful results. Please call you local Fire Department and Police Department to update the contact names for your business.

You will receive a bill via U.S. postage for these services from the City of Los Angeles in approximately 4-6 weeks.

Appeal Process Instructions:

Should you choose to appeal this service, contact the watch commander at the Los Angeles Police Department as identified on the front of this form within 10 days. Have this form available and you will receive further instructions and an appointment at that time.

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 22

September 23, 1999

SUBJECT: OFFICER RELOCATION EXPENSES

PURPOSE: The Department has a well-established protocol to protect an officer who is the subject of a threat resulting from his/her employment. Robbery-Homicide Division (RHD) has the investigative responsibility to ascertain the credibility of a threat to an officer. When an officer is forced to relocate as a result of a credible threat, California Penal Code (PC) Section 832.9 mandates that the officer's employer reimburse the officer for certain relocation expenses.

This order establishes the procedure for an officer to request reimbursement for relocation expenses.

PROCEDURE: In order for an officer to be reimbursed for relocation expenses, the threat must be deemed as credible. That determination shall be made by the Commanding Officer, Operations-Headquarters Bureau (OHB). Section 832.9 PC mandates that an employer reimburse an officer for certain relocation expenses when the officer has been the subject of a credible threat as a result of the officer's employment. Section 832.9 PC defines a credible threat as, "a verbal or written statement or a threat implied by a pattern of conduct or a combination of verbal or written statements and conduct made with the intent and the apparent ability to carry out the threat so as to cause the person who is the target of the threat to reasonably fear for his or her safety or the safety of his or her immediate family." The term "immediate family" is defined as a spouse, parents, siblings, and children residing with the officer.

I. OFFICER RESPONSIBILITY. When an officer learns that he/she is the subject of a threat(s) against him/her or a member of his/her immediate family AND the threat is a result of the officer's employment as a Los Angeles Police Officer, the officer shall:

- * Immediately notify his/her commanding officer or immediate supervisor; and,
- * If the officer chooses to relocate, request relocation reimbursement on an Employee's Report, Form 15.7, and submit it to his/her commanding officer.

Note: As such a threat invariably includes a criminal investigation and contains personnel issues, the Employee's Report is considered to be and shall be handled as a confidential document.

If an officer chooses to relocate and wishes to be reimbursed, prior approval is required from the Commanding Officer, OHB. However, under exigent circumstances, approval can be obtained telephonically. Additionally, if the threat is determined to be credible and falls within Section 832.9 PC, documentation will be needed for reimbursement. Therefore, the officer must maintain documentation of any moving and relocation expenses in order to be eligible for reimbursement, if approved.

Note: If telephonic approval is given, the required documentation must be submitted within five business days.

II. COMMANDING OFFICER RESPONSIBILITY. Upon learning that an officer under his/her command is the subject of a threat, a commanding officer shall make appropriate notifications including the Commanding Officer, RHD, so an investigation into the threat can begin immediately. If the threat has been deemed credible and the officer wishes to relocate, the commanding officer shall:

- * Review the officer's Employee's Report; and,
- * Forward an Intradepartmental Correspondence, Form 15.2 (also a confidential document), to the Commanding Officer, OHB, via the chain of command, requesting approval for reimbursement of relocation expenses with the Employee's Report attached.

Note: If telephonic approval is received from the Commanding Officer, OHB, the required documentation shall follow within five business days.

III. COMMANDING OFFICER, OPERATIONS-HEADQUARTERS BUREAU RESPONSIBILITY. When the Commanding Officer, OHB, is notified that an officer is the subject of a threat and the officer is requesting reimbursement for relocation expenses, the commanding officer shall:

September 23, 1999

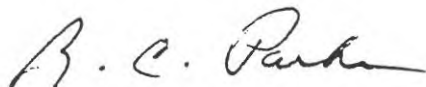
- * Verify from the appropriate entity, usually Robbery-Homicide Division, the circumstances of the threat against the employee and determine if the officer is the subject of a credible threat;
- * Forward all reimbursement related documents to FOD;
- * Ensure that FOD has reviewed and approved the amount to be reimbursed prior to the final approval for reimbursement;
- * Either approve or disapprove the request for reimbursement of relocation expenses; and,
- * Notify the officer via the chain of command of the decision.

IV. FISCAL OPERATIONS DIVISION RESPONSIBILITY. Fiscal Operations Division shall:

- * Review the request for payment of relocation expenses for conformance with PC Section 832.9;
- * Liaison with the City Controller, if necessary, in determining if the recommended expenditure is legal and appropriate;
- * If approved, determine the amount to be reimbursed as governed by Section 832.9 PC; and,
- * If approved, arrange for the payment of the relocation expenses to the involved officer.

AMENDMENT: This Order adds Section 3/370 to the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Detective Services Group, shall monitor compliance with this directive in accordance with Department Manual Section 0/080/30.



BERNARD C. PARKS
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 23

October 5, 1999

SUBJECT: SECURE DETENTION OF JUVENILES LOG, FORM 9.05, AND THE
NONSECURE DETENTION OF JUVENILES LOG, FORM 9.06 -
REVISED

EFFECTIVE: IMMEDIATELY

PURPOSE: The State of California, Board of Corrections forms, the Secure Detention of Juveniles Log, Form 9.05, and the Nonsecure Detention of Juveniles Log, Form 9.06, have been used by the Department for many years. Due to recent changes in Section 207.1(d)(F), Welfare and Institutions Code, these forms have been revised to capture specific detention data. This Order advises that the forms have been revised to reflect those changes and formalizes them as Department forms.

PROCEDURE:

I. FORM REVISIONS. The Secure Detention of Juveniles Log, Form 9.05, and the Nonsecure Detention of Juveniles Log, Form 9.06, have been revised to reflect the following changes:

- * To document the date and time a juvenile enters into the facility where he/she will be securely or nonsecurely detained, and not when he/she was first detained; and,
- * To document the total amount of time a juvenile was in the facility where he/she was securely or nonsecurely detained, and not the total amount of time he/she was detained.

II. SECURE DETENTION OF JUVENILES LOG, FORM 9.05/NONSECURE DETENTION OF JUVENILES LOG, FORM 9.06.

- A. Use of Form.** These forms shall be used to document the secure/nonsecure detention of juveniles at a Department facility.
- B. Completion.** Pertinent information shall be documented on the form by a Department employee prior to the secure/nonsecure detention of a juvenile. The Area watch commander/unit officer-in-charge shall approve the detention and sign the log. All pertaining information shall be documented when the juvenile is released from secure/nonsecure detention. Completed

October 5, 1999

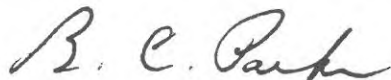
forms shall be forwarded to the Area commanding officer for review.

C. Distribution.

1 - Original, Juvenile Coordinator, Operations Support Division.

1 - TOTAL

FORM AVAILABILITY: The Secure Detention of Juveniles Log, Form 9.05, and the Nonsecure Detention of Juveniles Log, Form 9.06, will be available for ordering from Supply Section, Fiscal Operations Division. However, copies are attached for use until the forms can be acquired.



BERNARD C. PARKS
Chief of Police

Attachments

DISTRIBUTION "A"

Secure Detention of Juveniles Log

NOTE: A juvenile shall not be detained in a law enforcement facility for a period exceeding six hours.

Secure Detention Conditions

1. The juvenile is 14 years of age or older.
2. The juvenile is detained under Section 602 WIC.
3. The detaining officer has reason to believe that the juvenile presents a serious security risk of harm to self or others.
4. The detention is for the purpose of investigating the case, facilitating release to a parent or guardian, or arranging transfer to an approved juvenile detention facility.

Note: Securely detained juveniles shall not be permitted to come in contact with juveniles described by WIC sections 300 and 601.

* Release Codes listed on reverse.

Date _____

Division/Location: _____

A. Complete this section for each juvenile placed in secure detention for any length of time.										B. Complete this section when juvenile is released or transferred.				Arresting Officer's Name & Serial No.		
Juvenile's Name	Sex	Age	Reason Detained Code	Entered Facility Date Time		30 Minute Observations Time Emp. Init. Time Emp. Init.				When Released Date Time		Total Time in Facility Hrs/Mins	Type of Release Code*		Released To	
Transporting Officer															By	Juvenile advised of: _____ Purpose of detention _____ Expected duration of detention _____ 6 hr. detention limit Initial each line
Detention Approved By:																
Supervisor																
Transporting Officer															By	Juvenile advised of: _____ Purpose of detention _____ Expected duration of detention _____ 6 hr. detention limit Initial each line
Detention Approved By:																
Supervisor																
Transporting Officer															By	Juvenile advised of: _____ Purpose of detention _____ Expected duration of detention _____ 6 hr. detention limit Initial each line
Detention Approved By:																
Supervisor																
Transporting Officer															By	Juvenile advised of: _____ Purpose of detention _____ Expected duration of detention _____ 6 hr. detention limit Initial each line
Detention Approved By:																
Supervisor																

Submitted by: _____, Supervisor

Signature indicates review and approval Administrative Review Officer

Secure Detention of Juveniles Log

Instructions: This log shall be kept pursuant to Section 207.1 (d) (6), Welfare and Institutions Code. At the end of each month, the entries in the log shall be tallied and entered on the monthly Report on the Secure Confinement of Minors in Jails/Lockups (CYA, Form 10.402, {10/87}). Ensure that each juvenile is counted only once.

Section A

Detentions:

Information shall be entered for each juvenile placed in secure detention, regardless of the length of time.

Reason for Detention Codes:

1. Accused of a felony crime against persons, including homicide, forcible rape, mayhem, kidnapping, aggravated assault, robbery, or extortion.
2. Accused of other felony crime, not listed in No. 1.
3. Accused of a misdemeanor crime.
4. Detained for other reasons.

Section B

Type of Release Codes:

1. Juvenile released to parents/own recognizance.
2. Transfer to detention facility.
3. Other type of release.

Nonsecure Detention of Juveniles Log

NOTE: A juvenile shall not be detained in a law enforcement facility for a period exceeding six hours.

Nonsecure Detention Conditions

1. Juveniles described by Section 602 WIC, under 14 years of age, shall be kept in nonsecure detention no more than 6 hours to investigate the case, facilitate release of the juvenile to a parent or guardian, or arrange for transfer of the juvenile to an appropriate juvenile facility. Date _____
2. Juveniles 14–17 years of age who do not present a serious security risk of harm to self or others shall be kept in nonsecure detention.
3. Nonsecurely detained juveniles shall not be detained in either a jail or lockup (holding tank or other locked enclosure).
4. Nonsecure detention allows the handcuffing of a juvenile, regardless of age, but not to a cuffing rail or other stationary object.

* Release Codes listed on reverse.

Division/Location: _____

A. Complete this section for each juvenile placed in nonsecure detention for any length of time.						B. Complete this section when juvenile is released or transferred.				Arresting Officer's Name Serial No.	
Juvenile's Name	Sex	Age	Reason Detained	Entered Facility		When Released		Total Time in Facility	Type of Release		Released To
			Code	Date	Time	Date	Time	Hrs/Mins	Code*		

Transporting Officer _____											
Detention Approved By Supervisor: _____										By	

Transporting Officer _____											
Detention Approved By Supervisor: _____										By	

Transporting Officer _____											
Detention Approved By Supervisor: _____										By	

Transporting Officer _____											
Detention Approved By Supervisor: _____										By	

Submitted by: _____, Supervisor

Signature indicates review and approval Administrative Review Officer

Nonsecure Detention of Juveniles Log

Instructions: This log shall be kept pursuant to Section 207.1 (d) (6), Welfare and Institutions Code. At the end of each month, the entries in the log shall be tallied. Ensure that each juvenile is counted only once.

Section A

Detentions:

Information shall be entered for each juvenile placed in nonsecure detention, regardless of the length of time.

Reason for Detention Codes:

1. Accused of a felony crime against persons, including homicide, forcible rape, mayhem, kidnapping, aggravated assault, robbery, or extortion.
2. Accused of other felony crime not listed in No. 1.
3. Accused of a misdemeanor crime.
4. Detained for other reasons.

Section B

Type of Release Codes:

1. Juvenile released to parents/own recognizance.
2. Transfer to detention facility.
3. Other type of release.

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 24

October 14, 1999

SUBJECT: OMBUDS OFFICE AND ALTERNATIVE DISPUTE RESOLUTION
PROGRAM - ESTABLISHED

PURPOSE: In order to provide a confidential, neutral resource for Department personnel to use to resolve a variety of internal personnel issues and disputes, the Ombuds Office is established. The Ombuds Office manages the Department's Alternative Dispute Resolution (ADR) Program. The Ombuds Office and ADR Program provide assistance to Department employees in determining what options are available to handle internal conflict and disputes, create innovative solutions, and guide employees in selecting a resolution strategy that offers a long term solution to their specific concern. The ADR Program does not replace existing procedures governed by the Department's complaint, grievance, or discrimination complaint processes. Rather, the ADR Program supports those processes with a goal of preventing minor conflicts from escalating to the point that there is no alternative but a formal investigation through one of the other existing processes. Issues that may be eligible for resolution through the ADR Program include:

- * Perceived discrimination;
- * Perceived harassment;
- * Interpersonal conflicts;
- * Difficult working conditions or environmental issues; and,
- * Wellness.

The ADR Program operates under the basic principles of confidentiality and neutrality and utilizes informal conciliation or mediation to resolve disputes.

Note: Mediation is a process that utilizes a third party neutral facilitator to assist two or more parties in reaching a mutually agreeable resolution to their dispute. Conciliation is the resolution of a problem through intervention, referrals or advice.

PROCEDURE: Effective immediately, the Ombuds Office is established under the line command of the Chief of Staff. The Department Ombuds Officer is a staff officer at the rank of commander who has line command over the Ombuds Office. The Ombuds Officer shall be identified by radio unit designation Staff 1D. The Ombuds Office is assigned Correspondence Reference Number 3.1.

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- I. **CHIEF OF STAFF RESPONSIBILITY.** The Chief of Staff exercises line command over the operations of the Ombuds Office.
- II. **OMBUDS OFFICE - FUNCTIONS.** The Ombuds Office is responsible for the Alternative Dispute Resolution (ADR) Program. Additionally, the Ombuds Office provides assistance to Department employees in determining what options are available to handle internal conflict and disputes, create innovative solutions, and guide employees in selecting a resolution strategy that offers a long term solution to their specific concern.
- III. **OMBUDS OFFICER RESPONSIBILITY.** The Ombuds Officer is responsible for:
- * Exercising line command over the operations of the ADR Program, Department's Women's Coordinator, and Department's Wellness Coordinator;
 - * Advising the Chief of Staff and Chief of Police of relevant trends and current environmental issues;
 - * Maintaining files on all incidents reported to the Ombuds Office;
 - * Ensuring that confidentiality of Ombuds Office files are maintained; and,
 - * Maintaining liaison with the City Attorney's Office, the Commanding Officer, Internal Affairs Group, the Employee Relations Administrator, and the Officer-in-Charge, Police Commission Discrimination Complaint Unit.
- IV. **OMBUDS OFFICE SPECIAL DUTIES.** The Ombuds Office, under the direction of the Ombuds Officer, shall be responsible for:
- * Providing conciliation and mediation services to Department personnel;
 - * Maintaining confidential files on all incidents reported to the Ombuds Office;
 - * Reviewing selected investigations of perceived sexual harassment, hostile work environment, gender bias, and other forms of perceived discrimination;
 - * Conducting confidential investigations as directed by the Chief of Staff and Chief of Police;
 - * Evaluating trends and recommending changes in policy;

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- * Providing in-service training on conflict management and dispute resolution;
- * Reviewing and conducting follow-up of on-going and completed investigations where there is the possibility of retaliation to ensure that retaliation doesn't occur;
- * At the direction of the Chief of Police or Chief of Staff, reviewing environmental audits;
- * Preparing periodic reports to the Police Commission, Chief of Police, and Chief of Staff regarding activities of the Ombuds Office;
- * When appropriate, and without violating confidentiality, notifying the concerned chain of command of emerging trends or current issues of concern as directed by the Ombuds Officer; and,
- * Providing support for employees during formal investigations of discrimination.

Note: The Ombuds Office will not conduct an investigation involving issues currently being investigated through formal processes such as a complaint investigation, grievance, or discrimination complaint. However, other issues not directly involved in the formal investigation may be handled by the Ombuds Office.

V. OMBUDS OFFICE, WOMEN'S COORDINATOR RESPONSIBILITY. The Women's Coordinator, under the direction of the Ombuds Officer, shall be responsible for:

- * Coordinating efforts to resolve problems unique to sworn female employees;
- * Assisting in, and monitoring of, efforts to recruit and retain sworn female officers;
- * Acting as the Department's representative to other matters involving sworn female employees;
- * Advising the Ombuds Officer on matters which may effect the Department's affirmative action efforts; and,
- * Reviewing all reports or investigations which may be related to an incident of sexual harassment or gender bias.

VI. OMBUDS OFFICE, WELLNESS COORDINATOR RESPONSIBILITY. The Wellness Coordinator, under the direction of the Ombuds Officer, personally represents the Chief of Police by

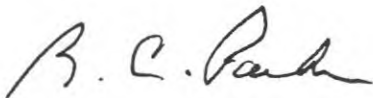
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visiting and assisting injured or ill employees and assisting their families during catastrophic events. Additionally, the Wellness Coordinator assists command staff with death notifications. The Wellness Coordinator is on-call 24 hours to respond to critical incidents involving Department personnel. The Wellness Coordinator is also responsible for the following duties:

- * Notifying the Chief of Police, Chief of Staff, and Ombuds Officer of the death, serious injury or illness of an active employee;
- * Preparing correspondence for the Chief of Police to families dealing with illness, injury, death, and other matters of a personal nature;
- * Recommending administrative transfers for aggravated and unusual employee cases in an effort to reduce absenteeism and promote good health and morale;
- * Counseling and advising long term sick or IOD personnel regarding resources available to aid them in returning to work; and,
- * Maintaining liaison with Medical Liaison Section, Los Angeles Police Relief Association, Department of Pensions, the Police Memorial Foundation, the Los Angeles Police Protective League, the Peer Counseling Program, the Catastrophic Illness Donation Program, and the Family Support Group.

AMENDMENTS: This Order amends Sections 2/213, 2/213.10, 2/213.15, 2/213.17, 2/213.20, 2/213.25, 2/212.05, 2/212.20 and 5/080.96 to the Department Manual.

AUDIT RESPONSIBILITY: The Ombuds Officer, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



BERNARD C. PARKS
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 25

November 22, 1999

SUBJECT: REQUEST AND DECLARATION FOR DEVIATION FROM FELONY BAIL SCHEDULE, FORM 6.14 - DEACTIVATED; REQUESTING A BAIL DEVIATION - REVISED

PURPOSE: The County of Los Angeles, Probation Department, established a more efficient system for officers to request a bail deviation on pre-arraignment cases. This Order deactivates the Request and Declaration for Deviation From Felony Bail Schedule, Form 6.14, and revises the procedure for officers to request a bail deviation.

PROCEDURE:

- I. **REQUEST AND DECLARATION FOR DEVIATION FROM FELONY BAIL SCHEDULE, FORM 6.14 - DEACTIVATED.** The Request and Declaration for Deviation From Felony Bail Schedule, Form 6.14, is deactivated. The discontinued Form 6.14 shall be marked "obsolete" and placed into the divisional recycling bin.
- II. **REQUESTING A BAIL DEVIATION.** An officer may request a bail deviation on a felony arrestee who has not yet been arraigned, when aggravating circumstances (i.e. flight risk, danger to society, etc.) exist, and the charge is neither a warrant or a violation of a restraining order.
 - A. **OFFICER'S RESPONSIBILITY.** Officers seeking a bail deviation on a felony arrestee shall:
 - * Book the suspect and obtain a booking number;
 - * Advise the detective supervisor/watch commander of the circumstances of the case which necessitates a bail deviation;
 - * Obtain approval from the detective supervisor/watch commander to request a bail deviation;
 - * Contact the Los Angeles County Bail Deviation Program and provide the contact individual with the following:
 1. Bail amount requested;
 2. Circumstances which led to the arrest;
 3. Reason(s) for the bail deviation request;
 4. Aggravating circumstances which support the bail increase request;

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5. Information on whether or not the arrestee is considered a flight risk;
6. Information on whether or not the arrestee can bail out on the current standard bail;
7. Information on whether or not the arrestee is considered a threat to the community and/or victim(s);
8. Prior criminal history;
9. Arrestee's identification numbers (e.g., CII, FBI, Social Security Number, Driver's License, etc.); and,
10. Requesting officer's name and call-back number.

Note: Currently, the Los Angeles County Bail Deviation Program may be contacted seven days a week, including holidays, between 0630 and 0130 hours at (213) 351-5171. Officers wishing to contact the program during off-hours shall wait until 0630 hours. Per Penal Code Section 1269(c), pending the issuance of a court order to change the bail amount, an arrestee may be prevented from posting bail for a maximum of eight hours from the time of booking.

- * After initial contact, send a facsimile copy of the arrestee's Probable Cause Declaration to the Los Angeles County Bail Deviation Program;

Note: Currently, the facsimile number for the Los Angeles County Bail Deviation Program is (213) 383-7590.

The information provided to the contact individual at the Los Angeles County Bail Deviation Program will be immediately reviewed by the on-duty Bail Commissioner. Once the commissioner makes a decision, the requesting employee will be contacted and advised of the commissioner's decision. If a bail deviation is granted, the jail facility where the arrestee is in custody will receive a teletype of the court order from the Los Angeles County Bail Deviation Program informing of the bail deviation.

- * Upon approval of the request, document in the narrative portion of the arrest report the

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determined bail amount with the name of the concerned Bail Commissioner;

- * Notify the watch commander of the jail facility of the revised bail amount; and,
- * Obtain a copy of the teletype from the jail facility and attach it to the arrest report.

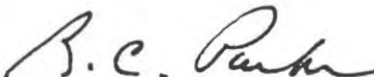
B. DETECTIVE SUPERVISOR/WATCH COMMANDER'S RESPONSIBILITY. The detective supervisor/watch commander shall:

- * Review the arrest report which documents the facts and circumstances which establish the reasonable cause to believe that the scheduled bail amount is insufficient;
- * Determine if the bail deviation request is justified; and,
- * If approved by a Bail Commissioner, ensure the required information is documented in the arrest report and a copy of the jail teletype is attached.

C. JAIL WATCH COMMANDER/SUPERVISOR RESPONSIBILITY. Upon notification by the Department employee of an approved bail deviation, the jail watch commander/supervisor shall ensure that the arrestee's bail deviation is updated on all booking/jail forms and that Records and Identification Division, Booking and Records Update Unit, is contacted.

D. RECORDS AND IDENTIFICATION (R&I) DIVISION, BOOKING AND RECORDS UPDATE UNIT RESPONSIBILITY. Upon contact of a bail deviation by jail personnel, R&I Division personnel shall update the bail in the Automated Justice Information System (AJIS).

AMENDMENTS: This Order amends Sections 4/680.45, 4/680.50, and 5/6.14 of the Department Manual.



BERNARD C. PARKS
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 26

December 1, 1999

SUBJECT: DEPARTMENT COMMAND POST - REVISED

PURPOSE: In keeping with the Department goal of enhancing communication and ensuring operational efficiency, Communications Division has become the Department Command Post (DCP). The Detective Information Desk (DID), Detective Headquarters Division (DHD), will be available 24 hours a day for investigative advice. Transferring the DCP to Communications Division will place the responsibility for off-hours notifications and the emergency activation of the Department Operations Center with the watch commander of Communications Division instead of DHD. This Order establishes Communications Division as the DCP, when the Office of the Chief of Police is closed, and transfers responsibility of all Unusual Incidents (UI) related notifications and UI responsibilities from DHD to Communications Division.

PROCEDURE:

- I. **DEPARTMENT COMMAND POST - REVISED.** Communications Division has been activated as the DCP and the Watch Commander, Communications Division, shall assume interim command of the Department during an emergency when the Chief of Police or the person designated (Department Commander or Chief Duty Officer) is unavailable. The DCP is responsible for the following:
 - A. **Emergency Activation.** Activating the following (as required and described in the Tactical Manual) during a serious or major unusual occurrence, or when a serious or major unusual occurrence appears imminent:
 - * Department Operations Center.
 - * Mobile Command Fleet.
 - B. **Special Logs and Lists.**
 - * Bomb threats and ambushes log;
 - * Chief of Police 24-Hour Occurrence Log;
 - * Department armament inventory list;
 - * Foreign National log of incidents, arrests, deaths, and notification to consul officer;
 - * Maintaining list of consul offices; and,
 - * Maintaining log of outside agencies conducting police business within the City.

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C. Administrative Duties.

- * Assisting in emergency activation of the DOC;
- * Making notifications or teletypes as required;
- * Investigations involving hazardous materials (4/212.49 and 4/214.25);
- * Significant information impacting City government notification (4/214.45);
- * Unusual Incidents notification (4/214.50);
- * Crisis Response Team notification (214.60);
- * Flagging notifications (3/234.90);
- * Receiving and transmitting emergency information on direct phone lines to the Mayor's office;
- * Monitoring and making notifications regarding the Burglary Auto Theft and Robbery Homicide Division alarm systems;
- * Recording the CDO information (daily) and brief the CDO on pending activities within the City; and,
- * Obtaining immediate investigative follow-up response from specialized detective divisions and investigative support units on a 24-hour basis.

D. Reference Data.

- * Current list of Adult Protective Services area office locations and telephone numbers; and,
- * Public utilities information, listing offices and persons to contact in emergencies.

Currently, the DCP will retain the telephone number of (213) 485-2504; however, it will be located at Communications Division. The DID, DHD will retain the telephone number of (213) 485-2505 and will be available on a 24-hour basis for investigative advice.

II. DETECTIVE HEADQUARTERS DIVISION RESPONSIBILITY - REVISED.

Detective Headquarters Division has been deactivated as the DCP; however, the DID, DHD, will be available on a 24-hour basis for investigative advice. The DID will remain responsible for those duties not assumed by the DCP. Additionally, DHD is responsible for the following:

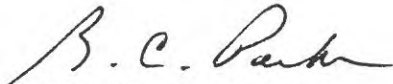
- * Armed Forces liaison;
- * Review and transport PCD's for all 18 Areas to the court on weekends and holidays;

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- * Coordinate the non-business hours telephonic PCD hearings for divisional personnel with the judiciary;
- * Maintain control and log use of the PAB master key;
- * Receive duty room complaints for Internal Affairs during off-hours; and,
- * Complete Use of Force Report for off duty employees, when response of nearest watch commander is not practicable (4/215.10).

AMENDMENTS: This Order amends Section 2/201.09, 2/310.01, 2/642.04, 2/642.21, 2/642.23, 3/108.20, 3/234.90, 4/212.49, 4/214.25, 4/214.45, 4/214.50, and 4/214.60 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Information and Communications Services Bureau, shall monitor compliance with this Directive in accordance with Manual Section 0/080.30.



BERNARD C. PARKS
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 27

December 8, 1999

SUBJECT: IDENTITY THEFT

PURPOSE: The crime of Identity Theft has become a growing problem for the Department and the community. There has been a significant increase in the number of reported incidents and the public's level of fear. The law making Identity Theft a crime was originally enacted as a misdemeanor in January 1998. One year later, it was upgraded to an alternate felony/misdemeanor.

This Order establishes the procedures for completing Preliminary Investigations of Identity Theft and designates investigative responsibility.

PROCEDURE:

- I. IDENTITY THEFT - DEFINED.** Identity theft, Penal Code Section 530.5, is defined as the unauthorized use of personal identifying information to obtain credit, goods or services in the name of another person without their consent. "Personal identifying information" includes the name, address, telephone number, driver's license number, Social Security number, place of employment, employee identification number, mother's maiden name, checking account number, savings account number or credit card number.
- II. PRELIMINARY INVESTIGATION.** The victim of Identity Theft is the person whose identity has been fraudulently assumed by another with the intent to obtain credit, goods, or services without the victim's consent. No financial loss is necessary.

Note: Occurrences prior to January 1, 1998, are not reportable under the statute.

An Identity Theft Report should not normally be taken when a related crime report has already been filed with any law enforcement agency. If a resident of Los Angeles is not satisfied that another forgery-related report is sufficient, complete an Identity Theft Report. Note in the narrative, "victim insisted on report" and reference related reports.

Note: An Identity Theft Report should not be taken in lieu of a Worthless Document Report. Specific forgery-related crimes shall continue to be reported on a Worthless Document Report.

The location of occurrence for an Identity Theft is the victim's residence. Therefore, non-residents should be referred to the law enforcement agency having jurisdiction over their residence.

Note: Courtesy reports should not normally be completed for other jurisdictions in accordance with Manual Section 5/030.05.

III. INVESTIGATING OFFICERS RESPONSIBILITY. Officers conducting the preliminary investigation of Identity Theft shall:

- * Determine if the incident meets the reporting criteria for Identity Theft;
- * Complete a Preliminary Investigation Report (PIR) titled "Identity Theft," if appropriate;

Note: Identity Theft reports must be made in person and signed by the victim.

- * Include copies of documents supporting the allegation (credit reports, invoices, demand letters, affidavits of forgery, etc.) as pages of the report. Identity Theft reports should not normally be taken without supporting documentation. If these documents are not available, explain in the narrative;
- * Attach a copy of the victim's identification as a report page. If the victim is not in possession of identification at the time of the report, explain in the narrative;
- * Include all notifications made by the victim to any financial institutions or credit reporting agencies in the narrative portion of the report; and,
- * Advise the victim that he/she will receive a letter containing their report number and a copy of, "Coping with Identity Theft."

IV. FINANCIAL CRIMES DIVISION RESPONSIBILITY. Financial Crimes Division has the primary responsibility for Identity Theft on a Citywide basis.

December 8, 1999

AMENDEMENTS: This Order amends Section 2/644.01, 2/644.31, 2/644.33, 4/248, and 5/300 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Detective Services Group, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

A handwritten signature in cursive script, appearing to read "B.C. Parks".

BERNARD C. PARKS
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO.28

December 16, 1999

SUBJECT: STAFF AND NONGEOGRAPHIC DIVISION RADIO UNIT DESIGNATIONS

PURPOSE: Due to the revision of the Department's organizational structure, command staff personnel and nongeographic division radio unit designations have been revised. This Order revises the radio unit designations and incorporates the new organizational titles into the Department Manual. Efforts have been made to preserve the previous designations irrespective of organizational structure.

PROCEDURE:

I. STAFF RADIO UNIT DESIGNATIONS. Staff units shall be identified as follows:

- * Executive 1: Mayor.
- * Executive 1A: Deputy Mayor.
- * Executive 1B: Executive Assistant to the Mayor.
- * Commissioner 1: President,
Board of Police Commissioners.
- * Commissioner 2: Vice President,
Board of Police Commissioners.
- * Commissioner 3,4 or 5: Members, Board of Police
Commissioners.
- * Commission Staff 1: Executive Director, Police Commission
- * Commission Staff 2: Inspector General, Police Commission
- * Staff 1: Chief of Police.
- * Staff Security 1: Chief's Driver.
- * Staff Security 2: Chief's Driver.
- * Staff Security 3: Chief's Driver (Alternate).
- * Staff 1A: Chief of Staff.
- * Staff 1B: Special Assistant.
- * Staff 1C: Commanding Officer,
Community Affairs Group.
- * Staff 1D: Ombuds Officer.
- * Staff 1E: Governmental Liaison.
- * Staff 1F: Commanding Officer,
Internal Affairs Group.
- * Staff 1G: Commanding Officer,
Administrative Group.
- * Staff 1H: Department Commander.
- * Staff 1I: Acting Department Commander.
- * Staff 2: Commanding Officer,
Operations-Headquarters Bureau.

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- * Staff 2A: Assistant Commanding Officer,
Operations-Headquarters Bureau.
- * Staff 2B: Commanding Officer,
Uniformed Services Group.
- * Staff 2C: Commanding Officer,
Juvenile Services Group.
- * Staff 2D: Commanding Officer,
Detective Services Group.
- * Staff 2E: Commanding Officer,
Criminal Intelligence Group.
- * Staff 2F: Commanding Officer, Transit Group.
- * Staff 3: Commanding Officer,
Human Resources Bureau.
- * Staff 3A: Employees Relations Administrator.
- * Staff 3B: Commanding Officer, Training Group.
- * Staff 3C: Commanding Officer, Personnel Group.
- * Staff 3D: Director, Police Training and Education.
- * Staff 4: Commanding Officer,
Fiscal and Support Bureau.
- * Staff 4A: Commanding Officer,
Support Services Group.
- * Staff 5: Commanding Officer, Information and
Communications Services Bureau.
- * Staff 6: Commanding Officer,
Operations-Central Bureau.
- * Staff 6A: Assistant Commanding Officer,
Operations-Central Bureau.
- * Staff 7: Commanding Officer, Operations-South
Bureau.
- * Staff 7A: Assistant Commanding Officer,
Operations-South Bureau.
- * Staff 8: Commanding Officer, Operations-West
Bureau.
- * Staff 8A: Assistant Commanding Officer,
Operations-West Bureau.
- * Staff 9: Commanding Officer, Operations-Valley
Bureau.
- * Staff 9A: Assistant Commanding Officer,
Operations-Valley Bureau.
- * Staff 13I: Commanding Officer, Democratic National
Convention 2000

II. **NONGEOGRAPHIC DIVISION UNIT DESIGNATIONS.** Division commanding officer units shall be identified by the word "Commander" followed by the number and/or letter(s) of the respective division. All other personnel shall be identified by the

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number and/or letter(s) of the respective division followed by the numerical designation assigned by the Commanding Officer.

A. Operations-Headquarters Bureau.

5D: Investigative Analysis Section

6D: Personnel assigned to Operations-Headquarters Bureau

*** Transit Group**

TR: Transit Bus Division

24TR: Transit Rail Division

25TR: Transit Services Division

26TR: Personnel assigned to Transit Group

*** Uniformed Services Group**

R: Metropolitan Division

2D: Air Support Division

3D: Uniformed Support Division

1D: Traffic Coordination Section

2I: Labor Relations Section

4D: Personnel assigned to Uniformed Services Group

*** Detective Services Group**

1K: Detective Headquarters Division

2K: Burglary-Auto Theft Division

3K: Financial Crimes Division

4K: Robbery-Homicide Division

5K: Detective Support Division

7K: Personnel assigned to Detective Services Group

*** Juvenile Services Group**

6K: Drug Abuse Resistance Education Division

8K: Juvenile Division

9K: Personnel assigned to Juvenile Services Group

*** Criminal Intelligence Group**

4I: Organized Crime and Vice Division

6I: Anti-Terrorist Division

7Y: Narcotics Division

8Y: Narcotics Division

9Y: Narcotics Division

10Y: Personnel assigned to Criminal Intelligence Group

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B. Human Resources Bureau.

14H: Behavioral Science Services
24H: Personnel assigned to Human Resources Bureau

*** Employee Relations Group**

6H: Employee Relations Section
15H: Risk Management Division
17H: Personnel assigned to Employee Relations Group

*** Training Group**

18H: Training Division
19H: Continuing Education Division
13H: Personnel assigned to Training Group

*** Personnel Group**

5H: Personnel Division
7H: Employee Opportunity and Development Division
20H: Personnel assigned to Personnel Group
21H: Reserve Coordination Section
22H: Employee Representation Section
23H: Employee Selection Section

C. Information and Communications Services Bureau.

3H: Information Technology Division
10H: Communications Division
16H: Emergency Command Control Communications System
Division
17H: Crime Analysis Section
25H: Personnel assigned to Information and Communications
Services Bureau

D. Fiscal and Support Bureau.

1H: Jail Division
2H: Scientific Investigation Division
4H: Motor Transport Division
8H: Fiscal Operations Division
9H: Property Division
11H: Facilities Management Division
12H: Records and Identification Division
26H: Support Services Group
27H: Personnel assigned to Fiscal and Support Bureau

December 16, 1999

E. Chief of Staff.

15I: Personnel assigned to the Chief of Staff

* **Ombuds Office**

16I: Wellness Coordinator

17I: Women's Coordinator

18I: Personnel assigned to the Ombuds Office

* **Internal Affairs Group**

3I: Personnel assigned to Internal Affairs Group

* **Administrative Group**

19I: Inspection and Control Section

7I: Management Services Division

20I: Administrative Section

21I: Personnel assigned to Administrative Group

* **Governmental Liaison**

22I: Liaison Section

23I: Personnel assigned to Governmental Liaison

F. Special Assistant.

13I: Personnel assigned to the Democratic National Convention 2000

14I: Personnel assigned to the Special Assistant

G. Chief of Police.

8I: Chief's Duty Officer

24I: Personnel assigned to the Chief of Police

* **Community Affairs Group**

9I: Media Relations Section

11I: Community Relations Section

12I: Personnel assigned to Community Affairs Group

H. Police Commission.

1N: Commission Investigation Division

III. SERVICE IDENTIFICATION LETTERS. The following letters indicate the type of service to which mobile ratio units are assigned:

- * A: Basic Car unit.
- * Air: Air Patrol unit.
- * B: Two-Officer patrol wagon.
- * C: Bicycle detail.
- * CRASH: Unit assigned to a bureau or Area Community Resources Against Street Hoodlums Unit.
- * E: Traffic enforcement automobile unit.
- * F: Special unit.
- * FB: Uniformed foot-beat patrol.
- * J: Juvenile unit.
- * JW: Juvenile female police officer unit.
- * L: One-Officer unit. ("X" or "T" units shall use the letter "L" following the regular service letter when applicable.) Also used as the geographic field services division base station designation.
- * M: Traffic enforcement motorcycle unit.
- * N: Unit assigned to Commission Investigation Division.
- * OP: Observation post assignment during special event or unusual occurrence.
- * Q: Special event or unusual occurrence unit.

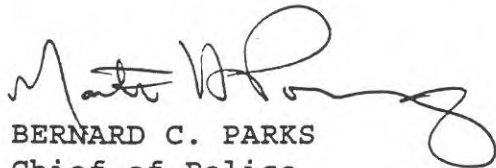
Note: The activation of the designation and the coordination of assigning specific identification numbers shall be through Communications Division.

- * R: Metropolitan Division unit.
- * RA: Fire Department rescue ambulance unit.
- * T: Accident investigation unit.
- * TR: Unit assigned within Transit Group.
- * U: Report-taking unit.
- * V: Area vice unit.
- * W: Geographic detective unit.
- * X: Additional patrol unit in an assigned district.
- * Y: A unit assigned to a division in the Criminal Intelligence Group.
- * Z: Geographic uniformed unit assigned to a special detail.

AMENDMENTS: This Order amends Sections 4/110.10, 4/110.20 and 4/110.50 of the Department Manual.

December 16, 1999

AUDIT RESPONSIBILITY: The Commanding Officer, Information and Communications Services Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

A handwritten signature in black ink, appearing to read "Bernard C. Parks", is written over the typed name and title.

BERNARD C. PARKS
Chief of Police

DISTRIBUTION "D"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 29

December 17, 1999

SUBJECT: EVIDENTIARY MEDICAL EXAMINATION PROCEDURES FOR NON-CUSTODIAL INDIVIDUALS

PURPOSE: Recent incidents regarding the use of contract and non-contract medical facilities for evidentiary examinations of non-custodial individuals have resulted in unnecessary costs and liability to the City and to the Department. In some recent incidents, Department supervisors have authorized medical care and/or accepted responsibility for injuries and treatment that may not have been caused by Department personnel. This Order establishes a procedure for supervisors when obtaining a medical evaluation of individuals not in custody who claim to have been injured as a result of a Department employee's actions.

PROCEDURE:

- I. NON-CUSTODIAL INDIVIDUALS CLAIMING INJURY DUE TO DEPARTMENT EMPLOYEE ACTIONS.** When circumstances indicate that a non-custodial individual may have been, or claims to have been, injured by a Department employee, the investigating supervisor shall ensure that the individual receives a medical examination or evaluation.

Note: In the case of any **medical emergency** involving a non-custodial individual, the investigating supervisor shall ensure that a rescue ambulance has been requested.

A medical evaluation for evidentiary purposes shall be obtained at one of the following medical facilities. The following precedence list has been established and the facilities shall be used in descending order:

- * Department Jail Dispensary; or,
- * Los Angeles County Medical Centers; or,
- * If the above are impracticable, at one of the Department's contract hospitals.

A contract hospital is defined as a hospital under contract with the City for pre/post booking examinations of arrestees, blood alcohol draws for evidentiary purposes, and evidentiary examinations of victims of certain crimes (e.g., rape, child abuse/molestation, or other physical abuse). Evidentiary examinations for non-custodial individuals claiming injury as a result of a Department employees' actions can also be provided.

Note: A current list of hospitals under contract with the City can be obtained from Detective Headquarters Division.

- II. INVESTIGATING SUPERVISOR RESPONSIBILITY.** It shall be the responsibility of the investigating supervisor to ensure that a non-custodial individual who claims to have been injured by a Department employee is examined for any signs of injury by a licensed physician and the appropriate documentation is completed. The investigating supervisor shall cause the non-custodial individual to be taken to a medical facility as delineated on the precedence list. If the evidentiary examination cannot be completed at the first medical facility the individual is brought to, the supervisor may transport the individual to a secondary medical facility as listed on the precedence list for completion of the evidentiary exam. The examining physician can provide assessment, recommendation for additional medical treatment, and documentation of any observable trauma or injuries.

Regardless of which medical facility is utilized, the individual shall only receive an evidentiary examination. An investigating supervisor **shall not** authorize or approve medical treatment such as sutures, surgery, tetanus shots, medication, lab work, intravenous injections (IV), etc. If medical personnel determine that immediate treatment is required, the evidentiary examination shall be concluded. The supervisor shall inform medical personnel that any further treatment shall be considered as if the individual was brought in by City paramedics or was a walk-in patient to the hospital. Additionally, investigating supervisors **shall not** utilize the services of non-contract hospitals for evidentiary examinations involving non-custodial individuals.

If applicable, the supervisor shall request the individual to submit to photographs depicting injury or lack of injury, and other pertinent details when:

- * Photographs would be of evidential value; or,
- * The injury is claimed to be the result of a Department employee action.

December 17, 1999

AMENDMENTS: This Order amends Sections 3/720.45, 4/648.18 and adds Section 4/210.34, to the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Fiscal and Support Bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.


BERNARD C. PARKS
Chief of Police

DISTRIBUTION "D"

OFFICE OF THE CHIEF OF THE POLICE

SPECIAL ORDER NO. 30

December 30, 1999

SUBJECT: ACTIVATION OF THE LOS ANGELES COUNTY OFFICE OF
PUBLIC SAFETY

PURPOSE: The Los Angeles County Department of Health Services Safety Police, the Internal Services Department Safety Police, and the Park Rangers of the Los Angeles County Department of Parks and Recreation have been consolidated into the Los Angeles County Office of Public Safety (OPS). The OPS has security, policing, and investigative responsibility for events occurring at various Los Angeles County properties and facilities. This Order amends the Department Manual to reflect the duties and responsibilities of the Los Angeles County Office of Public Safety.

PROCEDURE:

- I. **RECOGNIZED OUTSIDE AGENCY.** In discharging their duties, OPS employees interact with employees of our Department. To facilitate a good working relationship, a Memorandum of Agreement (MOA) has been established between the City of Los Angeles and the newly formed OPS. The MOA officially recognizes the OPS as an "Outside Agency" with which the Department has established formal procedures as specified in Department Manual Section 4/801.
- II. **PEACE OFFICER POWERS.** The California Penal Code (Currently Section 830.31 (a) and (b)) grants OPS Safety Officers certain peace officer powers within the County of Los Angeles and the State of California. Officers of the OPS are police officers while on-duty and have the authority to make arrests, conduct investigations, and complete reports involving routine criminal matters as necessary to protect the people and property for which they are responsible.

Note: The Los Angeles Police Department (LAPD) shall retain final responsibility in all police matters occurring on Los Angeles County parks and property within the City.

III. **INVESTIGATIVE RESPONSIBILITY OF OPS OFFICERS.**

- A. **Routine Investigations.** The OPS officers will normally conduct routine preliminary investigations

of crimes and incidents occurring on property that is their responsibility.

Exception: The Los Angeles Police Department shall conduct both the preliminary and the follow-up investigation of all complex felony crimes and crimes of violence involving the use of any weapon occurring in the City.

- B. **Fingerprint Investigations.** Qualified OPS officers may conduct their own latent print investigations. However upon request, the LAPD will provide required fingerprint investigative support to the OPS within the City.


IV. OFFICE OF PUBLIC SAFETY BOOKINGS AT DEPARTMENT FACILITIES. All bookings at Department facilities made by officers of the OPS shall be approved by a Department supervisor or watch commander.

When an arrestee is to be booked by the OPS at an LAPD facility, the booking employee shall use the initials "OPS" in the box entitled "DIV & DETAIL ARRESTING" on the Booking Identification Record, Form 5.5.

When property is to be booked by the OPS at an LAPD facility, OPS will be responsible for determining disposition instructions for property booked as part of OPS routine preliminary investigations that do not result in LAPD follow-up investigations.

AMENDMENTS: This Order amends Sections 4/801, 4/815, and 4/865 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Uniformed Services Group, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



BERNARD C. PARKS
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 31

December 31, 1999

SUBJECT: FAMILY VIOLENCE DETAIL ESTABLISHED

EFFECTIVE: Immediately

PURPOSE: To ensure that the Department continues to place the highest priority on breaking the cycle of violence within the home, this Order reorganizes each Operations Support Division (OSD) Major Assault Crimes (MAC) Unit to include a Family Violence Detail (FVD) and establishes related responsibilities of the Child Protection Section (CPS), Juvenile Division. The establishment of the FVD permits personnel to coordinate the investigations of family related crimes and enhances communication between MAC and CPS personnel.

PROCEDURE:

I. FAMILY VIOLENCE DETAIL ESTABLISHED. The FVD is established within each OSD MAC Unit. The number of personnel assigned to the detail shall be based on workload and determined by the OSD commanding officer.

II. FAMILY VIOLENCE DETAIL RESPONSIBILITY. Personnel assigned to the FVD shall:

A. Conduct follow-up investigations of all crimes of violence occurring within the family (e.g., a domestic violence crime and incident, an assault with a deadly weapon, a battery, etc.). The term "occurring within the family" is defined as:

- * An adult or minor who is a spouse, former spouse, cohabitant, former cohabitant, or with whom the suspect has had a child or is having or has had a dating or engagement relationship;
- * An elder adult (a person 65 years of age or older), victimized by a family member, regardless of whether that family member currently resides in the home;

Note: This includes cases where an in-home caregiver is provided for by family members. However, this does not include nursing or other private convalescent homes.

- * A sibling; and,
- * Other familial relationships.

EXCEPTIONS:

1. All cases of family violence committed by a juvenile shall be assigned to the OSD Juvenile Unit.

Note: The assigned investigator shall liaise with the FVD to determine any history of family violence.

2. Cases of physical or sexual child abuse where the suspect is the parent, stepparent, guardian, or a live-in boyfriend/girlfriend of the child's parent shall be assigned to the CPS, Juvenile Division.
3. Cases involving a sexual assault, sexual battery, spousal rape, or other sex crime(s) constituting domestic violence shall be handled by MAC Unit personnel who are assigned to handle sexual assault cases.

Note: The assigned investigator shall liaise with the FVD to determine any history of family violence.

- B. Conduct investigations to determine if child abuse issues also exist in current cases. If child abuse is discovered, FVD investigators shall take action and follow established reporting procedures. The follow-up investigation shall be conducted according to existing Department procedures.

III. MAJOR ASSAULT CRIMES UNIT RESPONSIBILITY. Major Assault Crimes Unit personnel, not assigned to the FVD, are responsible for the follow-up investigation of cases involving:

- * Any sexual assault, sexual battery, spousal rape, or sex crime(s) not falling under the responsibility of Robbery Homicide Division (RHD);
- * Sexual or physical child abuse cases not falling under the responsibility of CPS, Juvenile Division, or RHD;
- * Non-familial physical abuse, psychological abuse, and/or neglect of elder adults; and,
- * Non-familial physical abuse, psychological abuse, and/or neglect of dependent adults.

Note: Dependent adult is defined by California Penal Code Section 368(h) as "A person who is between 18 and 64 years of age with a physical or mental limitation which restricts his/her ability to carry out normal activities or protect his/her rights."

IV. OPERATIONS SUPPORT DIVISION MAC COORDINATOR RESPONSIBILITY. Each OSD MAC coordinator shall:

- * Supervise and coordinate all investigative efforts of MAC and FVD personnel;
- * Ensure that personnel assigned to the FVD of the MAC Unit investigate cases outlined in this Order;
- * Ensure that victims of all crimes investigated by the FVD are contacted within two business days by the assigned investigating officer;
- * Maintain liaison with CPS personnel to discuss matters of domestic violence relating to child abuse cases;
- * For reporting and cross reporting purposes, maintain liaison with Los Angeles County, Adult Protective Services and Department of Children and Family Services, relating to any case or investigation involving the abuse and neglect of elder persons and/or dependent adults;
- * Ensure that personnel assigned to the FVD conduct their investigations to determine if child abuse issues also exist. If additional issues are discovered, ensure established reporting procedures are followed; and,
- * Provide training to patrol officers and detectives concerning preliminary and follow-up investigations of MAC and FVD crimes.

Note: As of January 1, 2000, each OSD MAC coordinator shall establish case control logs and maintain statistics regarding cases handled by the FVD.

V. OPERATIONS SUPPORT DIVISION COMMANDING OFFICER RESPONSIBILITY. Operations Support Division commanding officers shall:

- A. Ensure that sufficient personnel within their command are assigned to the FVD;
- B. Ensure that the FVD personnel conduct their investigations to determine if other domestic violence, child abuse, and elder abuse exists;
- C. Establish controls to monitor the effectiveness of the FVD with particular emphasis on the following areas:
 - * Clearance and filing rate;
 - * Types of clearance and other case status information, e.g., Cleared by Arrest, Cleared Other, Unfounded, Investigation Continued;

- * Number of complaint filings and rejects from the District Attorney's Office and City Attorney's Office;
 - * Quality of investigations (case biopsies); and,
 - * Other quality control measures as determined by the Area commanding officer.
- D. Ensure all personnel assigned to the FVD receive State/POST mandated training regarding family violence; and,
- E. Maintain liaison with state, local, and community organizations dedicated to family violence issues.

VI. CHILD PROTECTION SECTION RESPONSIBILITY. The Child Protection Section, Juvenile Division, shall:

- * Conduct a follow-up investigation on physical or sexual child abuse cases where the suspect has been identified as the parent, stepparent, guardian, or live-in boyfriend/girlfriend of the child's parent;
- * Conduct investigations to determine if domestic violence or elder abuse issues also exist. If domestic violence or elder abuse is discovered, CPS investigators shall take action and follow established reporting procedures. The follow-up investigation shall be conducted according to existing Department procedures;
- * Maintain close liaison with the OSD MAC coordinators in order to better address and investigate cases of child abuse; and,
- * Provide roll call training on child abuse issues to Area personnel, as directed by the Commanding Officer, Juvenile Division.

VII. COMMANDING OFFICER, JUVENILE DIVISION RESPONSIBILITY. The Commanding Officer, Juvenile Division, shall:

- * Ensure that CPS personnel are assigned liaison responsibilities with geographic detectives and investigate only cases of physical or sexual child abuse where the suspect is identified as the parent, step-parent, guardian, or live-in boyfriend/girlfriend of the child's parent;
- * Ensure that personnel assigned to CPS conduct their investigations to determine if other domestic violence or elder abuse issues also exist. If additional issues are discovered, ensure established reporting procedures are followed;
- * Ensure that CPS personnel have regular contact with each Area on a permanent basis to ensure investigative

- consistency of child abuse investigations; and,
- * Ensure personnel maintain close liaison with the OSD MAC coordinator in order to coordinate and address the investigation of child abuse cases occurring in the home.

AMENDMENTS: This Order amends Sections 2/647.15 and 2/725.02 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Detective Services Group, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.


BERNARD C. PARKS
Chief of Police

DISTRIBUTION "A"

